

## Sample Job Offer Acceptance Thank you Letter

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Mrs Jane Brown

Human Resources Manager

Open Door Company

Address

City, State, Zip Code

Dear Mrs Brown

*Thank you for offering me the position of Assistant Accountant with Open Door Company. I am pleased to accept this offer and look forward to starting employment with your company on March 1, 2017.*

*As we discussed my starting salary will be \$40 000 and health and life insurance benefits will be provided after 60 days of employment.*

*Thank you again for giving me this wonderful opportunity. I am eager to join your team and make a contribution to the company.*

*If there is any further information or paperwork you need me to complete, please let me know and I will arrange it as soon as possible.*

*Sincerely,*

Your signature

Typed name