

Letter of Acceptance for Additional Work Rate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the additional work rate as discussed in our recent meeting. I appreciate the opportunity to take on this new responsibility and am enthusiastic about contributing further to the team.

As confirmed, the additional work rate will be [insert details of the rate and any other relevant information]. I am looking forward to applying my skills to meet the expectations associated with this role.

Thank you once again for your trust in my capabilities. Please let me know if there are any other formalities to complete.

Sincerely,

[Your Name]