

Acceptance of Appointment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the position of [Job Title] with [Company Name] as discussed in our recent conversation. I am grateful for the opportunity and excited to contribute to the team.

As discussed, my starting salary will be [Salary Amount], and I will begin my role on [Start Date]. Please let me know if there are any documents or further information you need from my side prior to my start date.

Thank you once again for this opportunity. I look forward to joining [Company Name] and contributing to its success.

Sincerely,

[Your Name]