Sub: Accepting the Job Offer

Dear Mr. /Ms {Recipient’s Name},
I am extending my gratitude and here to inform you that with due respect to the job offer email dated {Date} confirming my selection for the post of {Title} with {Company}, I feel glad and thankful to you for providing me such an opportunity. It is with great pride and gratitude that I accept this designation you find me eligible for.

As per we have discussed earlier, I know that my salary will be given to me on a monthly basis, with amount {Amount} per month. My working hours will be a maximum of 45 hours per week, extending from Monday through Friday. The timings will be flexible, from 11 am to 8pm.

I also obliged to confirm my total compensation package which includes {List of benefits}. Please let me know if there is any other policy or any other terms and conditions mentioned or not.

I am looking forward to working with {Company’s name} from {Joining date}.

Thanking you for giving me an amazing opportunity. I believe I am a good match and a deserving employee as well for your company and will be able to grow high.

Yours Sincerely,
{Your Name}