**Subject: Job acceptance letter for [X]**

Dear Manager,

I have just received the employment letter from your company. With great enthusiasm, I am pleased to join your company as marketing manager. I have reviewed the detailed terms and conditions you sent with the offer letter. The training programs you offer to your employees help them excel in their career growth. I am looking forward to joining the company on [date] and am eager to design broad-spectrum marketing strategies to achieve the targets. Working with a dynamic company like yours will be a great honor for me. I am anticipating great team players to work with.

As outlined in the offer letter, I understand that my annual salary will be US$ 20,000 inclusive of all perks. I will be entitled to receive an additional 10% of my salary as a bonus if my team successfully achieves the sales target. Since my training program has been planned for the end of this month, I have started shipping my households. I have also submitted my resignation to my current organization to give myself ample time to relocate.

I have requested the HR office to send me the employment form which is a pre-requisite. I will return it back to your office as soon as possible. Moreover, if you send me the company’s literature, I will be able to develop a better understanding of my position and company.

I would like to appreciate the help you have provided me during the hiring process. I know you have considered me after reviewing a lot of applications. Thank you very much for showing your confidence in me. I will prove myself the right choice and work for wellbeing of the company by means of my innovative ideas.

I am eager to work as soon as possible with my full potential. Thank you again for providing me with such a great opportunity. I am waiting for your invitation to join the orientation session. Moreover, you are requested to contact me at [contact number] if you have any questions.

I am anxiously looking forward to meeting my new colleagues.

Regards,

Allan Joseph