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

Dear Manager,

I am pleased to inform you that I hereby accept the position of marketing manager in your company. I made this decision after reviewing the terms and conditions of this post which have been described in the offer letter. It was a simple decision because of the perks and privileges which are offered by you. Moreover, I was convinced to make such a decision because of the excellent career opportunities associated with your company. Although I have been working in the same position in [XYZ] organization but working with a worthy organization like yours was my dream which is coming true now.

I know that my starting salary would be US$ 35,000 per annum as discussed during my interview. It would be raised to US$ 50,000 after successful completion of a probation period of three months. Moreover, I will also be entitled to 10% extra pay as a bonus if I successfully achieve the annual sales target. As agreed, I can avail of 15 annual leaves and health insurance for me and my family after the completion of six months of regular service.

As per your demand, I have submitted my resignation to my current employer. It has been accepted and documentary proof is being sent along with this letter. I request you to confirm the orientation and joining date in advance to give me sufficient time to fulfill all the required formalities related to joining. Please let me know any other paperwork you want me to complete apart from medical formalities.

The goals and job description which you have mentioned in the offer letter are matching with my qualification and abilities. I will take this opportunity as a golden chance to prove my worth and play my role to achieve my desired goals. Since I am a business graduate, I am looking forward to applying the knowledge and skills that I have acquired during my previous job in [XYZ] organization. I have some innovative marketing strategies in my mind. If these are implemented, our company would become the top ranked.

Once again thank you very much for providing me with a great opportunity.

Regards,

Allan Joseph