**Job acceptance letter example:**

Davidsons Furniture Sales  
123 Addison Road  
Derby  
DE2 1AA  
  
Date : 26th July 2010  
Ref: Sales Executive vacancy  
  
  
Dear Mr Davidson  
  
Thank you very much for offering me the Sales Manager position with your company.  
  
I am very happy to work for your company and please consider this letter as my formal acceptance of the position. As was agreed my starting annual salary will be 25,000 pounds, I also understand and accept that I will have to undergo a one month probationary period.  
  
I am eager to provide my managerial, sales and marketing experience and skills to your organisation. I am looking forward very much to starting work on the 23rd August 2010 and to working with you and your colleagues.  
  
If in the meantime you require any further documentation from me then please let me know.  
  
Yours sincerely

Mr Richard Jones  
128 Chester Road  
Birmingham  
B28 1WW  
Tel: 0121 777 8888  
Email: [Richard.j@madeupemail.com](mailto:Richard.j@madeupemail.com)