From,

\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_

Date-

To,

\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_,

Subject: Acceptance of offered position

I was very pleased to receive your offer letter and am writing to inform you that I would be very happy to work with you as a Senior Executive Officer in your company. I’m proud that I got this offer from you and I promise that I shall accomplish all my future tasks with enthusiasm and caliber.

In today’s job market it isn’t easy to secure a position that is reassuring and well-earning. I’m therefore all the happier that I got this chance to prove my mettle to you. I assure you I won’t let you down.

Thanking you,

Yours faithfully,  
\_\_\_\_\_\_ [Your name]