Dear [*Mr./Ms. Name*],

I accept your offer to join [*company name*] as a [*position title*] with great pleasure. I consider it a privilege to join your team.

As we discussed during our last meeting, my salary will be [*salary*] per year. As we established, I will start on [*Date*]. My probation period will end after 90 days of employment.

I look forward to working with you and the team. I want to thank you for giving me this opportunity. I am eager to make a positive contribution to the company and help it grow with my know-how.

If there’s any further paperwork you need me to complete, please let me know and I will arrange it as soon as possible.

Yours sincerely,

[*Your name*]