Date

Recipient Name

Title

Company Name

[Street Address City, ST ZIP Code]

Subject: Salary acceptance letter

Dear Mr/Miss/Ms [Name Here],

I am delighted to accept the position of [enter designation] at [enter company name]. I am quite excited to be a part of the company and use my skills to contribute to organizational goals. I hope to gain valuable experience while at work.

As per our discussion, I agree to a monthly starting salary of [enter amount] for a period of 2 months. However, it would be ideal if my salary could be adjusted by 10 percent at the end of my probationary period.

I have extensive experience in handling teams and project management. My management skills combined with my technical qualifications make me an ideal candidate for the job. I have demonstrated exceptional abilities to lead teams successfully in my previous work experience. Therefore, I believe an adjustment would be fair.

If you think the amount is workable, please let me know, so I can proceed with the requirements or examinations that your organization has for new employees. I would be joining in from [enter date].

Look forward to your response.

Sincerely,

Your Name