Date

Recipient Name

Title

Company Name

[Street Address City, ST ZIP Code]

Subject: Salary Acceptance letter

Dear Mr/Miss/Ms [Name Here],

I am very pleased to be considered for the post of [enter designation] at [enter organization name]. I hope to contribute to the company positively with my skills and dedication.

As per our earlier discussion, I agree to a monthly starting salary of [enter amount] and insurance of [enter benefits].

Look forward to joining you on [enter date]. I understand that I will be expected to be in the office by [enter time]. Moreover, I will complete any requirements or examinations required for a new employee. It will be an honor to work with [enter organization name]. Please let me know if you need any other information.

Best regards,

Your Name