Date

Name

Address

Dear Ms. Emily,

I feel pleased and grateful to write this letter and accept the great opportunity that you have offered me. I am eager to join this wonderful company XYZ Limited as an ‘assistant sales manager’ and raise my learning curve. I look forward to gaining experience and various skills. I ensure that I will put in the best of my efforts and would try to valuably contribute to this company. I thank you for providing me a chance to prove myself as well as to provide a direction to my career path.

I have read and I agree to all the contractual terms and clauses. I am sending you the signed contract with this letter. As discussed, I will be joining on the 1st of November 2019. Let me know if you need any further documents or information.

Thank you again for the offer and consideration.

Regards,

James Wilson.