Date:

To: Name of the candidate  
From: Name of the school  
Sub: Request letter to join

Position vacancy: ACCOUNTANT

DEPARTMENT: accounting and finance

Job description:

ABC company is seeking an accountant who is adept at handling day-to-day accounting tasks seamlessly. The company requires your services as your resume meets the requirements of the vacant position.

The description of this vacancy is given below:

Salary: 45669$ annually  
Bonus: 15% on a good performance  
Retirement recognition of employee: 10% of the total salary  
Salary increment: 20% of total salary once a year

Due to the lack of employees in the company, existing employees are forced to work 3 to 4 hours extra every day. We want you to join our company to gain experience.

Working for ABC Company will add value to your profile and will equip you with the experience that you will need to fulfill your accounting career requirements.

If you are interested in joining us, we will welcome you wholeheartedly. Furthermore, you can meet us in person and negotiate with us. We are looking forward to a kind response from you.

Regards,

Name of the sender

Signatures

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