**To:—–**

**Subject:—**Job Offer Accepted at [Company\_name]

**Message Body:—**

“Dear Mr Drake,

As per our discussion over the phone and skype, I am very pleased to accept the position Senior Manager, Direct Salwa with MNO Pvt Ltd.

Taking this opportunity, I would again like to thank you for this offer. I am looking forward for our engagement and make a positive contribution to the organization. I am very excited to work with each and every person on team MNO Pvt Ltd.

As discussed, I will start at a salary of (amount) per annum. Other benefits included in my remuneration would be health insurance, life insurance and travel allowances (if applicable).

I would join your organization on May 1, 20XX. Prior to that if there is any other formality I need to fulfil please let me know.

Thank you very much.

[Name]”