From,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject: Acceptance of the Job Letter Confirming the Date of Joining

Dear \_\_\_\_\_(Sir or Madam),

In reference to your letter dated \_\_\_\_\_\_\_ (Which Date the Job letter was Received), confirming my selection for the post of \_\_\_\_\_\_\_\_ (Which Post you are Selected For). It shall be matter of great pride and honor for me to join the firm.

For me it is like a dream come true as your company holds a name of respect. I assure to be a committed and sincere worker, making significant contributions to company’s success.

I shall be able to join by the \_\_\_\_\_\_\_ (Which is Your Expected Date of Joining), if it will not be of any inconvenience to your firm.

Seeking co-operation in future!

Thanking You

Yours truly,  
Name and Signature