



Example of an Email Accepting a Job Offer

Dear Ms. Smith,

I was thrilled to hear your team has decided to extend me the job offer of Social Media Manager at your organization. I am very pleased to accept the position and know I will make a positive contribution to your organization.

As we discussed, my starting salary will be \$35,000 and health and life insurance benefits will be provided after 30 days of employment.

I look forward to starting my employment on July 16, 2017. If there is any additional paperwork or information you need prior to my start date, please let me know.

Thank you again and I am eager to join your staff!

Sincerely,

John Michael