**Job Offer Acceptance Email**

**Subject**: Bob Johnson – Assistant Director Position

Dear Ms. Smith,

I was thrilled to receive your job offer today 7/30/2019 for the Assistant Director, for the Marketing Director. I wanted to let you know that I accept this position at BaX Company.

I understand that I will be receiving an annual payment of $38,000 for a full -time position. Moreover, perfect attendance will make me eligible for a $20 per hour bonus.

My benefits will start after I have worked for the company for 60 days and include: medical, dental, vision, paid vacation and time off, sick leave.

I am grateful for the opportunity offered and I am eager to start the work!

If there is any other paperwork that I need to fill out before my first day of work, please let me know.

Sincerely,

*signature*

Bob Johnson