**Job Offer Acceptance Letter Sample**

Bob Johnsons   
7 Heaven Cir   
Numbers, New York, 13579   
(456) 987-3541   
bobj@domain.com

Dear Ms. Smith,

I was thrilled to receive your letter today 7/30/2019 offering me the job of Assistant Director, for the Marketing Director. I accept this job offer and am excited to join the BaX Company.

My understanding of the offer is as follows. My agreed upon salary is $38,000 per year and is paid on a weekly basis. I will be working 40 hours a week. Being on time for my shift makes 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.

Thank you for extending, to me, this wonderful opportunity which will allow me to work for BaX Company. Please let me know if there is any other paperwork that I need to fill out before my first day of work.

Sincerely,

*signature*

Bob Johnsons