Quotation Acceptance Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Todayâ€™s Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Address]

[City, State ZIP Code]

Dear [Recipientâ€™s Name],

Thank you for offering me the opportunity to join your team at [Company Name]. I am pleased to accept the job offer for the [Position] role, and I am excited to start working with your team.

I am thrilled to join [Company Name] as it is known for its commitment to excellence and innovation in the [industry/field]. I am looking forward to contributing my skills and expertise to help the company achieve its goals.

As per our discussion, my starting date will be [Date], and my salary will be [Salary]. Please let me know if there are any additional details or paperwork required before my start date.

Once again, thank you for this opportunity, and I look forward to being a part of the team at [Company Name].

Sincerely,

[Your Name]