

Your Name
222 Every Road, Any Town, AA1 1BB

Mrs Jane Smith
ABC Company
All Streets
Any Town
YY1 1ZZ

(Date)

Dear Sir/Madam,

Position of XXXXX

Thank you very much for offering me the position of XXX. I am very pleased to accept this role and very excited to join COMPANY NAME.

I have very much enjoyed meeting you and your colleagues and looking round COMPANY NAME during my interviews. I have found it to be very interesting and I am really looking forward to starting with you on DATE (if you have already agreed upon this).

On my first day, as you have requested I will bring with me, my identification in the form of my British Passport, plus my P45 if I have received it from my old employers and my bank details and National insurance number. I have enclosed two referee contract details for you here for you to contact on my behalf.

Finally I would like to thank you once again for the opportunity that you have given me. I feel that my skills and experiences will be of benefit to your business and I am looking forward to being able to make a difference for COMPANY NAME.

I look forward to joining you on DATE.

Yours sincerely

NAME SURNAME