

## Acceptance Letter

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Ms. Mary Nelson  
Manager of ABC Company  
XYZ Corporation  
Bengaluru, Karnataka 560102

Dear Ms. Nelson:

I am writing to confirm my acceptance of your employment offer on July 15 2023 and to tell you how delighted I am to be joining XYZ Corporation in Bangalore. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

I assure you that I will put in my best effort to deliver exceptional results and contribute positively to the growth and success of the company. I am excited to collaborate with the talented team members and contribute to meaningful projects.

Please let me know if there are any formalities or paperwork that I need to complete before my joining date. I will be more than happy to provide any additional information or documentation required for the onboarding process.

Thank you for your confidence in my abilities, and I am excited to begin this new chapter in my career..

Sincerely,

Muhammed Ameen Pk