Dear Mrs Petrov

I received your formal job offer earlier today. I have read through it carefully, signed it and sent it back to you as requested. As suggested I have kept the second copy.

Thank you again for giving me this exciting opportunity. I look forward to starting employment with SoftServe on July 4, 2016 and to becoming a member of such a dynamic team.   
  
If there is any additional information or paperwork you need please let me know.

Regards

Olga Matviienko

matvienko\_olga@ukr.net