

**AIM: Write the Business Letter to accept the job offer from a company for a specific post, in which you were selected through a Telephonic Interview on a particular Day.**

Mr. Wilson Rao  
XYZ Software Solutions  
A Road, Churchgate,  
Mumbai  
Pin Code: 400020  
wilson.rao@gmail.com

Subject: Wilson Rao, Job Offer Acceptance

Dear Mr Rao,

I am thrilled to accept the position of Front End Developer at XYZ Software Solutions. Thank you for this opportunity! I look forward to joining the team.

As we discussed, I want to confirm that my starting salary will be Rs. 30,000 with two weeks of paid vacation, and health and dental benefits will begin after 90 days. I am excited to start orientation on December 15.

If there are any final steps I need to take before that date, such as signing onboarding documents, please let me know. Thank you again.

Sincerely,

Narender Keswani

+91 9320907041

[2021.narender.keswani@gmail.com](mailto:2021.narender.keswani@gmail.com)