**Job acceptance letter**

Harlow Financial Services

123 Made Up Road

Derby

DE1 1AA

Date: 6th January 2011

Dear Mr Bennett

I would like to thank you for offering me the position of Office Manager with your company. After considering your proposal I am very pleased to be able to accept it.

I look forward to starting work on 6th February 2011 and meeting my new work colleagues.

As we discussed over the phone earlier today my initial salary will be £23,000 along with the other benefits you mentioned. I have already handed in my notice to my current employers.

If you require any further documents from me then please let me know.

Once again, thank you.

Yours sincerely,

Mark Thompson

128 Somewhere Road

Birmingham

B1 1AA