Subject line: Janet Fieldstone - Job Offer Acceptance

Dear Mr. Campbell,

It was wonderful to speak with you on the phone yesterday about the Marketing Director role at ABC Company. I'm thrilled to formally accept this job offer. I'm looking forward to working with you, and the rest of the senior management team at ABC, on charting a new direction for marketing strategy.

As we discussed, my start date will be May 13, 2020, with an annual salary of $65,000, and three weeks of paid leave annual. This salary does not include company-provided health insurance, which is effective on my start date.

I'm looking forward to seeing you next Monday. Please let me know if there is any paperwork or additional information you need from me beforehand, or if there is any documentation I should bring along on my first day.

I'm always available on email, but feel free to call if that's more convenient (555-555-5555).

Again, thank you so much for this opportunity.

Best,

Janet