

Your Name

Software Developer

Your Address
Hyderabad 500081
+91 98xxx xxxxx
yourname@email.com

Ref: Personal

Date: 14 April 2026

Ms. HR Name

Talent Acquisition

Company Name Pvt. Ltd.

Subject: Acceptance of the offer for the post of Software Developer

Dear Ms. HR Name,

Thank you for your letter dated 2 June 2026 offering me the position of Software Developer in the Platform Engineering team. I am happy to accept the offer on the terms mentioned in the letter.

As discussed, I will join on Monday, 6 July 2026 at your Hyderabad office. I will bring the original documents listed in the onboarding checklist for verification.

Please let me know if anything else is needed from my side before the joining date. I look forward to working with the team.

Sincerely,

Your Name

+91 98xxx xxxxx