

[Email Subject Line: Offer Acceptance]

Dear _____:

Thank you for your offer of employment at Nelson's headquarters as a Buyer on the General Management team! I am delighted to accept your offer, and I look forward to joining a company known for its strong training program, positive work culture, and commitment to local communities.

In your offer email, you indicated that I will earn a salary of \$42,000 per year, report to Kathryn Holmes, and begin work on January 15 of next year. At the beginning of January, after relocating to the area, I will make sure to call you to see how I should prepare for my first week in the office. In the meantime, please let me know if I can provide you with any information.

Again, thank you for offering me this exciting opportunity!

Sincerely,

[NAME]