

نمونه نامه پذیرش جاب آفر استرالیا

[Your name]

[Your address]

[Your phone number]

[Your email address]

[Today's date]

[Hiring manager's name]

[Company name]

[Company address]

Dear [Hiring Manager's name],

I am writing to formally accept your offer of [Job title] at [Company name]. I am very grateful for the opportunity, and delighted to be joining the company.

As discussed over the phone, my starting salary will be [Agreed starting salary], with [percentage] commission, as well as [days] annual leave, and private health insurance.

I will be able to start work on [Start date]. If there is any additional information, or paperwork you need me to complete prior to then, please do let me know.

Thank you very much for the opportunity.

Yours sincerely,

[Your name]