**To** Date:  
The manager,   
Company name,   
City name.

Sub: Joining letter for the position of **[job title]**.

Dear Sir/Madam,

This letter is in response to your job offer letter dated **[date]**, I am glad to accept your job opportunity for the position of **[job title]** at the **[company name]**. I will be joining the job from **[date of joining]**.

Kindly let me know if you need any further information.

Looking forward to working with you.

Thanking you.

Sincerely,   
Your name.   
Mobile no.