Dear Mr. Jones

Sir, I would like to inform you that I am accepting your job offer to me as the branch manager of one of your food chain store in Los Angeles City. It is an honor for me to work in your prestigious company and I am very glad to accept your offer.

You can have my assurance that while working under your tutelage I will do my very best to manage one of your stores. It is my skill, my knowledge and my working attitude that lands me in this job and I will professionally use it to give the company its best benefits.

I am very thankful for choosing me in this position and you can guarantee that I will return to you the favor according to my very best. I am really thankful for this and I hope I will be able to exceed your expectations.

Thank you and have a wonderful day ahead!

Truly yours,

Mr. Alex Naismith