Dear Mr. Thompson,

Sir, I would like to inform you that I humbly accept your offered job position to me as the company’s Human Resource Officer. It is an honor to be to be given such offer and I am glad to accept it.

It is such a privilege to be given this opportunity to work with you as the head of the Human Resource Department. I will be doing my very best to return to you this great favor. I will do everything I can to make the best employee that you want me to be sharing my knowledge and skills in handling human resource affairs. This is great not only for me but for everyone in the company.

I really thank you sir for this break and I hope that I will be able to deliver a great working performance and exceed your expectation.

Thank you and God Bless!

Truly yours,

Ms. Aireen McCayno