From,

William Sprout,

C-4, Lamington Plaza,

Warrington Archway,

Glasgow

To,

Mr Cruise,

Head of Sales Department,

Wilson Mart,

Glasgow

Dear Mr Cruise,

I wish to express my acceptance and appreciation for the job offer for the post of sales manager in your firm. I assure you that the firm shall benefit by this decision and my services shall prove fruitful. The job offer letter asked for my preferences on the clauses of the agreement to be made for this job. I have enclosed my preferences and the desired numbers for the clauses of the job agreement along with this letter.

I was expecting that these clauses be finalised with both the sides in person and then the job agreement shall enter the paper work phase. This would rule out all the possibilities for any grievances about the agreement in future and shall help to develop steadier work relations between the two of us. I am expecting your reply in this context. I am looking forward for excellent business relations between the two of us.

Yours faithfully,

William Sprout