

Letter of Acceptance of Appointment

Rebecca Allen
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(321) 654-9870
June 17, 2024

Mr. Robert Green
Chief Executive Officer
Tech Innovations Inc.
123 Innovation Drive
Hometown, ST 54321

Dear Mr. Green,

I am writing to formally accept the appointment to the position of Software Engineer at Tech Innovations Inc. I am honored by this opportunity and look forward to contributing to the team.

As discussed, my start date will be August 1, 2024, and my starting salary will be \$80,000 per year. I understand that I will also be eligible for the benefits package, including health insurance, retirement plans, and 15 days of paid leave.

I am excited to bring my skills and experience to Tech Innovations Inc. and to contribute to our shared goals. Please let me know if there are any additional documents or steps required before my start date. If you need any further information from me, feel free to contact me at (321) 654-9870 or rebecca.allen@example.com.

Thank you again for this opportunity. I look forward to joining Tech Innovations Inc. and working with the team.

Sincerely,

Rebecca Allen