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Template for accepting a job offer

Dear [Interviewer]

Thank you for calling me to offer me the role of Customer Service Operator. I am writing to accept your offer.

I will send the signed copy of my contract of employment in the post as requested.

I look forward to joining the team on Monday 20th July. If there are any documents or other information I should come prepared with on my first day, please let me know.

Thank you once again for the opportunity. I look forward to getting started.

Kind regards