

# Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the Finance Analyst position at [Company Name], as outlined in the offer letter dated [Insert Offer Date]. I am excited about the opportunity to join your team and contribute to the success of [Company Name].

I appreciate the salary of [Insert Salary Amount] and the benefits package mentioned. I confirm my start date as [Insert Start Date].

Thank you once again for this incredible opportunity. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]