

# Job Offer Acceptance Letter

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 position of Human Resources [specific title] at [Company Name], as discussed in our recent conversation. I am excited to join your team and contribute to the growth and success of the organization.

As per the offer, I understand that my starting salary will be [Insert Salary], and my expected start date is [Insert Start Date]. I appreciate the benefits package and the opportunities for professional development that [Company Name] provides.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team at [Company Name]. Please let me know if you need any further information from my end before my start date.

Best Regards,

[Your Name]