

Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the Marketing Position at [Company's Name] that was extended to me on [Date of Offer]. I am thrilled about the opportunity to join your team and contribute to the exciting marketing projects at [Company's Name].

I appreciate the confidence you have shown in me and I am looking forward to starting on [Start Date]. I confirm my acceptance of the salary of [Salary Amount] as well as the benefits discussed during the interview.

Thank you once again for this incredible opportunity. Please let me know if any further information is needed from my side prior to my start date.

Looking forward to working together.

Sincerely,

[Your Name]