

# Acceptance of Employment Offer

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 offer of employment for the position of [Job Title] at [Company's Name]. I am truly grateful for this opportunity and excited to contribute to the team.

As discussed, I understand that my starting salary will be [Salary Amount], and I will be reporting to [Supervisor's Name] starting from [Start Date]. I agree to the terms and conditions outlined in the offer letter.

Thank you once again for the opportunity. I look forward to working with you and the entire team at [Company's Name].

Sincerely,

[Your Name]