

# Job Acceptance Letter

John Doe  
123 Main Street  
City, State, ZIP Code  
Email: johndoe@example.com  
Phone: (123) 456-7890  
Date: October 23, 2023

Hiring Manager  
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 [Job Title] at [Company Name]. I am grateful for the opportunity and look forward to contributing to your team.

As discussed, my starting salary will be [Salary Amount], and I will begin work on [Start Date]. Please let me know if you require any additional information or documents prior to my start date.

Thank you once again for this incredible opportunity. I am excited to be a part of [Company Name] and look forward to working with you and the team.

Sincerely,  
John Doe