

Job Acceptance Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally confirm my acceptance of the [Job Title] position at [Company Name]. I am very grateful for this opportunity and excited to contribute to the team.

As discussed, my starting date will be [Start Date], and I understand my salary will be [Salary Amount] with [any other relevant benefits or details].

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

Sincerely,

[Your Name]