

Employment Offer Acceptance Letter

Date: [Insert Date]

[Employer's Name]

[Company's Name]

[Company's Address]

Dear [Employer's Name],

I am writing to formally accept the offer of employment for the position of [Job Title] at [Company's Name], which was extended to me on [Offer Date]. I appreciate the opportunity and am excited to join your team.

I confirm my acceptance of the offered salary of [Salary Amount] and the benefits that you outlined in the offer letter. I will be available to start on [Start Date].

Thank you once again for this opportunity. I look forward to contributing to the team and working together to achieve our goals.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]