

Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name] as discussed on [Date of Offer]. I appreciate the opportunity and am excited to join your team.

However, I would like to discuss the following conditions prior to my start date:

- Clarification on the starting salary of [Proposed Salary].
- Confirmation of the remote work policy, as discussed during our meeting.
- Details regarding the benefits package including health insurance and vacation days.

Once these conditions are addressed, I will be ready to begin my employment on the agreed-upon start date of [Start Date]. Thank you for your understanding and I look forward to your prompt response.

Warm regards,

[Your Name]