

Job Offer Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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. I am grateful for this opportunity and excited to join your team.

As per our discussion, I understand my starting salary will be [Salary Amount] and I will begin my employment on [Start Date].

Thank you once again for this opportunity. I look forward to contributing to the success of [Company Name].

Sincerely,

[Your Name]