

# Job Offer Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

**Dear [Hiring Manager's Name],**

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

I understand my starting salary will be [Salary Amount] with benefits beginning on [Start Date]. I look forward to contributing my skills and to working with you and the team.

Thank you once again for this opportunity. Please let me know if you need any further information from my side prior to my start date.

**Sincerely,**

[Your Name]