

Acceptance of Employment Offer

[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 offer of employment for the position of [Job Title] at [Company's Name]. I am grateful for the opportunity and excited to contribute to your team.

I confirm my acceptance of the terms outlined in the offer letter, including the salary of [Salary Amount], starting on [Start Date]. I look forward to starting my role and contributing to the success of the company.

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]