

Acceptance of Job Offer

[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 offer for the [Job Title] position at [Company Name] as discussed in our recent communications. I am grateful for this opportunity and am excited to join your team.

As per the offer, I understand that my starting salary will be [Salary Amount] with benefits starting on [Start Date]. I confirm my start date as [Start Date].

Please let me know if there are any documents you need me to bring on my first day or any further information you require before then.

Thank you once again for this wonderful opportunity. I look forward to contributing to the team and am eager to get started.

Sincerely,

[Your Name]