

# Job Acceptance Notification

Date: [Insert Date]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your team and contribute to the success of the company.

I appreciate the offer of a starting salary of [Salary Amount] and the benefits discussed. I confirm my start date will be [Start Date].

Thank you once again for this opportunity. I look forward to being a part of [Company Name]. Please let me know if you need any further information from my side before my start date.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]