

# Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company's Name] as discussed in our previous correspondence. I am grateful for the opportunity and excited to contribute to the team.

As per our discussion, I understand that my starting salary will be [Salary Amount], and my start date will be [Start Date]. I will also ensure that all required documents are submitted before then.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company's Name]. Please let me know if there are any additional steps I need to take prior to my start date.

Sincerely,

[Your Name]