

Job Offer Acceptance Letter

[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 job offer for the position of [Job Title] at [Company Name] as per the offer letter dated [Date of Offer Letter]. I am excited about the opportunity to join your team and contribute to [specific goal or project].

I confirm that I will be starting on [Start Date] with an annual salary of [Salary Amount], as discussed. I look forward to working with you and the rest of the team.

Thank you once again for this opportunity.

Sincerely,

[Your Name]