

Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

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

As per the offer, I understand that my starting salary will be [Salary Amount] with benefits [list any benefits, if applicable], and my starting date will be [Start Date]. I am looking forward to contributing to the success of [Company's Name].

Thank you once again for this incredible opportunity. Please let me know if there are any forms or documents I need to complete before my start date.

Sincerely,

[Your Name]