

Job Offer Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's 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's Name], which was presented to me on [Date of Job Offer]. I am grateful for this opportunity and am excited to join your esteemed team.

I accept the starting salary of [Salary] and agree to the starting date of [Start Date]. I look forward to contributing to the growth of the company and working with such a talented group of individuals.

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

Sincerely,

[Your Name]