

# Acceptance of Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am thrilled to formally accept the position of [Job Title] at [Company Name] as per your offer dated [Offer Date]. I appreciate the opportunity to join your esteemed team and contribute to [specific project or goal].

As discussed, my starting salary will be [Salary Amount], and my start date will be [Start Date]. I look forward to working with you and the rest of the team. Please let me know if you need any further information or documentation from my side.

Thank you once again for this amazing opportunity. I am excited to begin this new chapter in my career with [Company Name].

Sincerely,

[Your Name]