

Acceptance of Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 offer for the [Position Title] at [Company's Name] as discussed in our recent conversation. I am thrilled about the opportunity to join your team and contribute to the innovative work at [Company's Name].

I confirm my acceptance of the following terms as outlined in your offer letter:

- Start Date: [Start Date]
- Salary: [Salary Amount]
- Benefits: [Summary of Benefits]

I am looking forward to starting on [Start Date] and am excited to be part of such a forward-thinking organization. Thank you for this incredible opportunity.

Best regards,

[Your Name]