

# Job Offer Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally confirm my acceptance of the job offer for the position of [Job Title] at [Company Name] as discussed in our recent correspondence. I am excited about the opportunity to contribute to your team and am looking forward to starting on [Start Date].

As per our discussion, my starting salary will be [Salary Amount] with [benefits, if applicable]. Please let me know if there are any documents or forms which I need to complete prior to my start date.

Thank you once again for this opportunity. I am eager to become a part of [Company Name] and contribute to its mission.

Sincerely,

[Your Name]