

# Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the position of IT Project Manager at [Company's Name]. I am grateful for this opportunity and enthusiastic about joining your team.

As discussed, my starting salary will be [Salary Amount], with my first day of work set for [Start Date]. I agree to the terms outlined in the offer letter and am excited to contribute to the success of [Company's Name].

Thank you once again for this opportunity. I look forward to working with you and the team.

Sincerely,

[Your Name]