

Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 of Tech Support Engineer at [Company's Name]. I am grateful for the opportunity to join your esteemed company and contribute to the team.

I confirm my starting salary of [Insert Salary] with a starting date of [Insert Start Date]. I am excited to begin this new chapter and look forward to working with you and the entire team.

Thank you once again for this opportunity. Please let me know if there are any documents or further information needed from my side before my start date.

Sincerely,

[Your Name]