

Job Acceptance Letter

John Doe
123 Main Street
City, State, Zip Code
Email: johndoe@email.com
Phone: (123) 456-7890
Date: October 5, 2023

Hiring Manager
XYZ Tech Solutions
456 Technology Drive
City, State, Zip Code

Dear Hiring Manager,

I am writing to formally accept the job offer for the Technology Analyst position at XYZ Tech Solutions, which I received on October 1, 2023. I am excited about the opportunity to contribute to your team and support the innovative projects at XYZ Tech Solutions.

I appreciate the offer of a starting salary of \$75,000 per year and the benefits package that includes health insurance, PTO, and retirement options. I confirm my start date as October 20, 2023, as discussed.

Thank you once again for this amazing opportunity. I look forward to being a part of your team and contributing to the success of XYZ Tech Solutions.

Sincerely,

John Doe