

# Job Offer 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 [Job Title] at [Company's Name] as discussed. I am grateful for this opportunity and excited to join the team.

As per the offer details, I understand that my starting salary will be [Salary Amount] with benefits including [specific benefits]. My start date will be [Start Date].

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

Sincerely,

[Your Name]