

Job Offer Acceptance Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name], as discussed in our recent conversation. I am grateful for this opportunity and excited to contribute to your team.

As per our agreement, my starting salary will be [Salary Amount], and I will begin my employment on [Start Date]. Please let me know if there are any documents you need me to bring on my first day.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,

[Your Name]