

Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your 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 [Job Title] position at [Company's Name]. I am excited about the opportunity to join your team and contribute to [specific aspect of the company or job role].

As discussed, my starting salary will be [Salary Amount] with benefits commencing on [Start Date]. I am looking forward to starting on this date and meeting the team.

Thank you for this incredible opportunity. Please let me know if there are any documents or information you need prior to my start date.

Warm regards,

[Your Name]