

# Job Acceptance Letter

John Doe  
123 Main Street  
City, State, ZIP Code  
Email: johndoe@email.com  
Phone: (123) 456-7890  
Date: October 15, 2023

Hiring Manager  
ABC Company  
456 Business Rd.  
City, State, ZIP Code

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at ABC Company. I am grateful for this opportunity and excited to become part of your team.

As discussed, my starting salary will be [Salary Amount], with a start date of [Start Date]. I appreciate the confidence you have placed in me and look forward to contributing to the company's success.

Thank you once again for this opportunity. Please let me know if you need any further information from my side ahead of my start date.

Sincerely,  
John Doe