

# Acceptance of Job Offer

Date: [Insert Date]

[Employer's Name]

[Company's Name]

[Company's Address]

Dear [Employer's Name],

I am writing to formally accept the offer for the Event Planner position at [Company's Name] as discussed in our recent conversations. I am excited about the opportunity to contribute to your team and to bring my skills in event planning to [Company's Name].

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]