

Acceptance Letter for Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 position of [Job Title] at [Company's Name] as discussed in your offer letter dated [Offer Date]. I am grateful for the opportunity and excited to join your team.

As agreed, my starting salary will be [Salary Amount], and I will report to work on [Start Date]. I understand the benefits and other terms of employment as outlined in the offer letter.

Thank you once again for this incredible opportunity. I look forward to contributing to the success of [Company's Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]