

Acceptance of Employment Position

[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 offer for the position of [Job Title] at [Company's Name], as discussed in our recent conversation on [Date of Offer]. I am excited to join your team and contribute to the company's success.

As per our agreement, I understand that my starting salary will be [Salary Amount] with benefits including [List any relevant benefits]. I confirm my start date as [Start Date].

Thank you once again for this opportunity. Please let me know if you need any further information or if there are any forms that I should complete prior to my start date.

Sincerely,

[Your Name]