

Job Offer Acceptance Letter

[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 job offer for the position of [Job Title] with [Company's Name] that was presented to me on [Date of Offer]. I am excited about the opportunity to contribute to your team and am looking forward to bringing my skills to [Company's Name].

I appreciate the offer of [Salary/Compensation Details] and am happy to confirm that I will be starting on [Start Date].

Thank you once again for this opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,

[Your Name]