

Job Offer Acceptance Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name]. I sincerely appreciate the opportunity and am excited to join your team.

As discussed, I accept the starting salary of [Salary Amount] and will begin work on [Start Date]. Please let me know if there are any documents or further information you need prior to my start date.

Thank you once again for this great opportunity. I look forward to contributing to the team and am eager to start.

Sincerely,
[Your Name]