

# Job Acceptance Letter

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 position of [Job Title] at [Company's Name], as offered in your letter dated [Offer Date]. I am excited about the opportunity to be a part of your team and contribute to [specific goals or projects relevant to the position].

I confirm my starting salary of [Salary Amount] and my start date of [Start Date]. I appreciate the benefits package and the opportunities for professional development that [Company's Name] offers.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]