

Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 job offer for the position of [Job Title] at [Company's Name], as discussed in our recent conversation. I am excited about the opportunity to join your team and contribute to [mention any specific project or value related to the company].

As per the terms we discussed, my starting salary will be [insert salary], and I will begin work on [insert start date].

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

Sincerely,

[Your Name]