

Letter of Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Organization's Name], as detailed in your letter dated [Date of Offer Letter]. I am excited to join your team and contribute to the meaningful work your organization does in the community.

As discussed, I confirm my starting date will be [Start Date] and I understand that my salary will be [Salary Amount] with the additional benefits outlined in the offer letter.

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

Sincerely,

[Your Name]