

# Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Social Welfare Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Social Welfare Agency's Name], as outlined in your email/letter dated [Offer Date]. I am truly grateful for this opportunity.

Having the chance to contribute to such a noble cause and work alongside a dedicated team excites me. I firmly believe in the mission of [Social Welfare Agency's Name], and I am eager to bring my skills and passion to help those in need.

I appreciate the confidence you have placed in me, and I look forward to starting on [Start Date]. Please let me know if there are any documents or further information you need from me before then.

Thank you once again for this amazing opportunity. I am looking forward to joining your team!

Sincerely,

[Your Name]