

Job Application Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 offer for the entry-level [Job Title] position at [Company's Name], as discussed on [Date of Offer]. I am excited about the opportunity to join your team and contribute to [mention a specific project or goal of the company].

I appreciate the trust you have placed in me, and I am looking forward to starting my career with [Company's Name] on [Start Date]. Please let me know if there are any documents or further information you need from me prior to my start date.

Thank you once again for this wonderful opportunity. I am eager to make a positive impact at [Company's Name].

Sincerely,

[Your Name]