

Job Application Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the Senior Management position at [Company's Name]. After careful consideration, I am excited to join your team and contribute to the company's vision and goals.

As discussed, my start date will be [Start Date] and I understand the terms of employment as stated in the offer letter.

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

Sincerely,

[Your Name]