

Job Acceptance Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name]. I appreciate the opportunity and am excited to join the team.

I confirm my start date as [Start Date]. Please let me know if there are any documents or information you need from me before then.

Thank you once again for this opportunity. I look forward to contributing to the success of [Company Name].

Sincerely,
[Your Name]