

Employment Offer Acceptance

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name] as presented in your offer letter dated [Date of Offer Letter]. I am excited about the opportunity to contribute to your team and be a part of [Company's Name].

I confirm my acceptance of the terms of employment as outlined in the offer letter, including my starting salary of [Salary Amount] and my start date of [Start Date].

Thank you again for this opportunity. I look forward to joining [Company's Name] and contributing to our mutual success.

Sincerely,

[Your Name]