

Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the [Job Title] position at [Company's Name], which I received on [Date of Offer]. I am grateful for the opportunity and excited to join your team.

As we discussed, my starting salary will be [Salary Amount], and I will begin work on [Start Date].

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

Sincerely,

[Your Name]