

Job Acceptance Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

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 Customer Service position at [Company's Name], as discussed in our recent conversations. I am grateful for this opportunity and excited to be a part of your team.

As per our agreement, I understand my starting salary will be [salary amount] and my start date will be [start date]. I appreciate the benefits and training that will be provided to me.

Please let me know if there are any documents or information needed from my side before my start date. I look forward to joining [Company's Name] and contributing to the success of your team.

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]