

Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 position of Graphic Designer at [Company's Name] as offered in your letter dated [Offer Date]. I am excited to join your team and contribute my skills to help create outstanding designs.

I appreciate the opportunity and am looking forward to starting on [Start Date]. Please let me know if there are any documents or further information you need from me prior to my start date.

Thank you once again for this opportunity. I am eager to bring my talents to [Company's Name] and collaborate with the team.

Sincerely,

[Your Name]