

Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 offer for the position of Human Resources [specific title] at [Company's Name], as discussed in our recent conversation. I am grateful for the opportunity and excited to contribute to the team.

As per our agreement, my starting salary will be [salary amount], with additional benefits as outlined in the offer letter. I confirm that I will be able to start on [start date].

Thank you once again for this opportunity. I look forward to working with you and the rest of the team at [Company's Name].

Sincerely,

[Your Name]