

# Job Acceptance Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Hiring Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to formally accept the position of Marketing [Job Title] at [Company Name]. I am excited about this opportunity and look forward to contributing to the team.

As discussed, my starting salary will be [Salary Amount] with benefits starting on [Start Date]. I appreciate the offer and am eager to begin this new chapter in my career.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team.

Sincerely,  
[Your Name]