

Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the Project Manager position at [Company Name]. I am excited about the opportunity to contribute to your team and help drive the success of upcoming projects.

As discussed, I understand my starting salary will be [Salary Amount] with additional benefits, including [list any benefits, if applicable]. I confirm my start date as [Start Date].

Thank you once again for this opportunity. I look forward to working together and contributing to the success of [Company Name].

Sincerely,

[Your Name]