

Job Acceptance Letter

John Doe

123 Main Street

City, State, Zip Code

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Phone: (123) 456-7890

Date: October 10, 2023

Hiring Manager

ABC Company

456 Business Rd.

City, State, Zip Code

Dear Hiring Manager,

I am writing to formally accept the offer for the Sales Executive position at ABC Company. I am excited about the opportunity to join your team and contribute to the company's growth.

As per our discussion, I am pleased to accept the salary of \$60,000 per year, along with the benefits package outlined in the offer letter. I confirm my start date as November 1, 2023.

Thank you once again for this opportunity. I look forward to working with you and the team at ABC Company.

Sincerely,

John Doe