

Acceptance Letter for Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 counter job offer for the position of [Job Title] at [Company Name]. I appreciate the opportunity and am excited to contribute to the team.

As discussed, my starting salary will be [Salary Amount], with additional benefits including [list any additional benefits]. I understand my start date is set for [Start Date].

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

Sincerely,

[Your Name]