

# Job Offer Acceptance Letter

March 1, 2023

Hiring Manager

XYZ Media Company

123 Media Lane

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the Content Writer position at XYZ Media Company, as discussed in our recent conversation. I would like to express my gratitude for this opportunity and my enthusiasm to contribute to your team.

As per the offer letter, I understand that my starting salary will be [salary details], and my start date will be [start date]. I am excited to bring my skills in content creation and marketing to XYZ Media and work alongside such a talented team.

Please let me know if there are any documents or further information you require from me prior to my start date.

Thank you once again for this opportunity. I look forward to joining XYZ Media Company and contributing to our collective success.

Warm regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]