

# Job Offer Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the Graphic Designer position at [Company's Name] that was extended to me on [Date of Offer]. I am grateful for the opportunity to join such an innovative team and contribute to the exciting projects at [Company's Name].

I am pleased to accept the terms of employment as outlined in the offer letter, including the starting salary of [Salary Amount], benefits, and the starting date of [Start Date]. I look forward to integrating into the team and beginning my journey with [Company's Name].

Thank you once again for this opportunity. Please let me know if there are any documents or procedures you would like me to complete before my start date.

Sincerely,

[Your Name]