

# Job Offer Acceptance Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[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 position of Media Planner at [Company Name]. I am excited about the opportunity to contribute to your team and help drive impactful media strategies.

As discussed, I confirm my start date will be [Start Date], and I accept the salary of [Salary Amount] along with the benefits outlined in the offer letter. I appreciate the confidence you have in me, and I am committed to delivering my best work.

Please let me know if there are any documents or further information you need from me before my start date.

Thank you once again for this incredible opportunity. I look forward to being a part of [Company Name] and contributing to the success of our projects.

Sincerely,  
[Your Name]