

# Job Offer Acceptance

[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 thrilled to formally accept the offer for the Social Media Coordinator position at [Company Name] as communicated in your offer letter dated [Date of Offer Letter]. I am excited about the opportunity to contribute to your team and to help enhance the company's online presence.

I confirm my acceptance of the starting salary of [Salary Amount] and the proposed start date of [Start Date]. I appreciate the confidence you have shown in me and am eager to bring my skills in social media management to [Company Name].

Thank you once again for this opportunity. I look forward to joining your team and contributing to the innovative work at [Company Name]. Please let me know if you need any further information from my side before my start date.

Sincerely,

[Your Name]