

Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 Video Production position at [Company's Name] that was presented to me on [Offer Date]. I am excited about the opportunity to contribute to your team and am eager to bring my skills in video production to [Company's Name].

As we discussed, I understand that my starting salary will be [Salary Amount], and my start date will be [Start Date]. I am looking forward to working with you and the rest of the team to create compelling video content.

Thank you once again for this incredible opportunity. I am looking forward to joining [Company's Name] and contributing to our mutual success.

Sincerely,

[Your Name]