

Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name] as discussed in your letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to the innovative work being done at [Company].

As per the offer details, I confirm my starting salary of [Salary Amount], with my start date set for [Start Date]. I appreciate the benefits and perks you have outlined and look forward to being a part of [Company]'s success.

Thank you once again for this opportunity. Should you need any further information from my side or additional paperwork before I start, please feel free to reach out.

Sincerely,

[Your Name]