

Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email Address] [Your Phone Number]

[Employer's Name] [Company Name] [Company 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 Name] as outlined in your offer letter dated [Offer Date]. I am excited about the opportunity to contribute to your team and am committed to delivering my best work.

As discussed, I confirm my starting salary of [Salary Amount] and my start date is scheduled for [Start Date]. Please let me know if there are any documents or further information you require prior to my start date.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company Name].

Sincerely,

[Your Printed Name]