

Job Offer Acceptance

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

[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 offer for the position of [Job Title] at [Company's Name], as outlined in your letter dated [Offer Letter Date]. I am excited about the opportunity to join your team and contribute to [specific project or company goal].

I confirm my acceptance of the salary of [Salary Amount] and the start date of [Start Date]. Please let me know if there are any documents or further information you need from me before my start date.

Thank you again for this opportunity. I look forward to joining [Company's Name] and working with such a talented group of people.

Sincerely,
[Your Name]