

Job Offer Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the [Job Title] position at [Company's Name]. I am grateful for the opportunity and excited to join your team.

As discussed, my starting salary will be [Salary Amount], and I will begin work on [Start Date]. I appreciate the benefits package and any other terms outlined in your offer letter.

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

Warm regards,

[Your Name]