

# Job Acceptance Letter

Date: [Insert 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]. I am excited to join your team and contribute to the company's success.

I would also like to request information regarding any training programs available for new employees. I believe that participating in such programs would help me integrate into the organization more effectively and enhance my skills.

Thank you for this opportunity. I look forward to starting on [Start Date].

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