

Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 verbal offer for the position of [Job Title] at [Company's Name]. I am excited about the opportunity to join your team and contribute to [specific project or goal related to the job].

As we discussed, my starting salary will be [insert salary], with my start date set for [insert start date]. I appreciate the confidence you have shown in me and look forward to being a part of [Company's Name].

Thank you once again for this opportunity. Please let me know if there is any paperwork or information you need from me before my start date.

Sincerely,

[Your Name]