

Job Acceptance Letter

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

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the managerial position at [Company Name] as discussed on [date of offer]. I am grateful for the opportunity and excited to contribute to your team.

I appreciate the terms outlined in the offer letter and I confirm my starting salary of [salary amount] with an expected start date of [start date].

Thank you once again for this opportunity. I look forward to joining [Company Name] and contributing to the success of the team.

Sincerely,
[Your Name]