

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 position of [Job Title] at [Company Name]. I am excited to join the team and contribute to [specific contribution or project related to the role].

As discussed, my starting salary will be [Salary Amount] and I understand that my start date is set for [Start Date]. I am looking forward to working remotely and collaborating with the team.

Thank you once again for this opportunity. I am eager to get started and will do my best to exceed expectations.

Sincerely,
Your Name