

Job Acceptance Letter

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 about the opportunity to join such a dynamic team and contribute to [specific project or goal].

As discussed, my start date will be [Start Date]. I look forward to beginning my new role and will ensure that everything is in order for a smooth transition.

Thank you once again for this incredible opportunity. I look forward to working with you and the team.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Email]

[Your Phone Number]