

Letter of Endorsement for Job Offer

Date: [Insert Date]

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

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

Subject: Acceptance of Job Offer

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name], which was extended to me on [Date of Offer]. I am excited about the opportunity to join your team and contribute to the innovative work at [Company Name].

As discussed, I understand that my starting salary will be [Salary Amount] and my start date will be [Start Date]. I appreciate the details provided regarding [any additional details discussed, e.g., benefits, training programs].

Thank you once again for this incredible opportunity. I look forward to working with you and the rest of the team at [Company Name]. Please let me know if you need any further information from my end.

Sincerely,

[Your Name]