

Job Offer Acceptance

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the [Job Title] position at [Company Name], as discussed on [Date of Offer]. I am excited about the opportunity to join your team and contribute to the [specific projects or goals].

As per our discussion, I understand my starting salary will be [Salary Amount], and my start date will be [Start Date]. I appreciate the benefits package and I am looking forward to being a part of [Company Name].

Thank you once again for this opportunity. I am eager to start and contribute to the success of [Company Name]. Please let me know if there are any documents or forms I need to complete prior to my start date.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]