

Job Offer Acceptance Letter

John Doe
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Anytown, USA 12345
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(555) 555-5555

Date: October 15, 2023

Hiring Manager
Company Name
456 Business Rd.
Business City, USA 67890

Dear Hiring Manager,

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name] with the requested start date of [Start Date]. I am excited to join the team and contribute to the wonderful work being done at [Company].

Thank you for this opportunity. I look forward to starting on [Start Date] and am eager to begin my new role.

Sincerely,
John Doe