

Formal Acceptance of Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name], as outlined in the offer letter dated [Date of Offer Letter]. I appreciate the opportunity and am excited to join your team.

As discussed, my start date will be [Start Date], and my agreed-upon salary is [Salary]. I am looking forward to contributing to [Company's Name] and becoming a part of your esteemed organization.

Thank you once again for this opportunity. Please let me know if you need any further information from my side before I start.

Sincerely,

[Your Name]