

Employment Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

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

I confirm my acceptance of the proposed start date of [Start Date] and the salary of [Salary Amount], along with the benefits discussed.

Thank you once again for this opportunity. I look forward to being part of [Company's Name] and am eager to start.

Sincerely,

[Your Name]