

Job Offer Acceptance Confirmation

Date: [Insert Date]

Dear [Hiring Manager's Name],

I am writing to formally confirm my acceptance of the job offer for the position of [Job Title] at [Company Name]. I am excited to join your team and contribute to [specific task or goal related to the job].

I appreciate the opportunity and am eager to starting on [Start Date]. As per our discussions, my starting salary will be [Salary Amount] with [mention any benefits or bonuses discussed].

Thank you once again for this opportunity. Please let me know if you need any additional information prior to my start date.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]