

Acceptance of Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the position of [Job Title] at [Company's Name] as offered in your letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to the company's success.

As discussed, I understand that my starting salary will be [Salary] and my start date is set for [Start Date].

Thank you once again for this opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,

[Your Name]