

# Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am thrilled to formally accept the offer for the position of [Job Title] at [Company Name]. I appreciate the confidence you have shown in me and I am excited to join the team.

I understand that my starting salary will be [Salary Amount] with [Benefits Details] as discussed. I confirm that my start date will be [Start Date].

Thank you once again for this incredible opportunity. I look forward to contributing to the success of [Company Name] and working alongside everyone on the team.

Sincerely,

[Your Name]