

Job Offer Acceptance Letter

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 [Position Title] with [Company's Name] as outlined in your offer letter dated [Insert Offer Date]. I am grateful for the opportunity and excited to join your team.

As discussed, my starting salary will be [Salary Amount], and I will begin my employment on [Start Date]. I am fully committed to contributing to the success of the company and working collaboratively with my new colleagues.

Thank you once again for this exciting opportunity. Please let me know if there are any documents or additional information you need before my start date.

Sincerely,

[Your Name]