

# Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 job offer for the position of [Job Title] with [Company's Name] as discussed in our [date of interview/meeting]. I am excited about the opportunity to be part of your team and contribute to [specific project or initiative related to the job].

As per the offer letter, I confirm my acceptance of the starting salary of [Salary] and the start date of [Start Date]. I am eager to begin this new chapter of my career and look forward to working with you and the team.

Thank you once again for this opportunity. Please let me know if there are any documents or information you require from my end before my start date.

Sincerely,

[Your Name]