

Job Acceptance Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the position of [Job Title] at [Company Name] as discussed in our recent conversation. I am grateful for this opportunity and excited to start on [Start Date].

I understand my starting salary will be [Salary Amount] with the benefits discussed, and I look forward to contributing to the team.

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

Sincerely,
[Your Name]