

Job Offer Acceptance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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] at [Company's Name]. I am grateful for the opportunity and excited to join your team.

As discussed, my starting salary will be [insert salary] and I will be starting on [insert start date].

Thank you once again for this opportunity. I look forward to contributing to the success of the team.

Sincerely,

[Your Name]