

Job 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 [Job Title] at [Company's Name]. I appreciate the opportunity and am excited to join your team.

As discussed, my starting salary will be [Salary Amount], and I will begin my employment on [Start Date].

Thank you once again for this opportunity. I look forward to contributing to [Company's Name] and working with you and the team.

Sincerely,

[Your Name]