

# Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the [Job Title] position at [Company's Name] as discussed. I am very excited about the opportunity to work with your team and contribute to the company's goals.

As per our agreement, my starting salary will be [Salary Amount], and I will begin my employment on [Start Date]. I understand my work hours will be from [Work Hours] and I will report to [Supervisor's Name].

Thank you once again for this opportunity. I look forward to starting my role and am eager to make a positive impact at [Company's Name].

Best regards,

[Your Name]