

# 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 verbal job offer for the position of [Job Title] at [Company's Name], as discussed on [Date of Conversation]. I am excited about the opportunity to join your team and contribute to [mention any specific goals, projects, or values of the company].

As agreed, my starting salary will be [Insert Salary], with a start date of [Insert Start Date]. I appreciate the opportunity, and I look forward to working together and contributing to the success of [Company's Name].

Thank you once again for this opportunity. Please let me know if you need any further information or documentation from my side prior to my start date.

Sincerely,

[Your Name]