

Job Offer Acceptance Letter

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

[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] located in [Location]. I am grateful for this opportunity and excited to join your team.

As discussed, I understand that my start date will be [Start Date] with an annual salary of [Salary], along with the benefits outlined in the offer letter. I am looking forward to the challenges and opportunities ahead and I am eager to contribute to the company's success.

Please let me know if there are any additional documents or information you need from me prior to my start date.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team.

Sincerely,
[Your Name]