

Job Acceptance Letter

Date: [Insert Date]

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally accept the offer for the [Job Title] position at [Company Name] in [Location]. I am grateful for the opportunity and excited to contribute to the team.

As per our conversation, my start date will be [Start Date], and I understand my starting salary will be [Salary Details] with the benefits outlined in the offer letter.

Thank you for this incredible opportunity. I look forward to joining your esteemed organization and contributing to our mutual success.

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