

# Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name] as discussed in our recent conversation. I am excited about the opportunity to contribute to the team and help drive the company's success.

As per the offer details, I understand that my starting salary will be [Salary], with additional benefits including [List Benefits]. I am looking forward to starting on [Start Date] as agreed.

Thank you once again for this opportunity. I am eager to join [Company Name] and contribute to our shared goals.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]