

# Response to Executive Position Offer

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for offering me the position of [Job Title] at [Company Name]. I am honored to have received this offer and I appreciate the confidence you have shown in my abilities.

After careful consideration, I am excited to accept the offer and join your esteemed organization. I believe that my experience and vision align well with the goals of [Company Name], and I am eager to contribute to our mutual success.

As discussed, my starting salary will be [Salary Amount], with the outlined benefits effective [Start Date]. I am looking forward to working closely with the team and making a positive impact.

Thank you once again for this incredible opportunity. Please let me know if there are any documents or additional information you need from me before my start date.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]