

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 offer for the [Job Title] position at [Company's Name] as discussed in our previous correspondence. I appreciate the opportunity to join your team and contribute to [specific role-related aspect or project].

I am eager to bring my specialized skills in [mention specific skills] to further enhance the team's success. As agreed, I will start on [agreed start date] and my annual salary will be [agreed salary]. I confirm my acceptance of the terms outlined in the offer letter.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,

[Your Name]