

# Job Offer Acceptance

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

[Date]

[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name]. I would like to express my gratitude for this opportunity and am excited to join your team on [Start Date].

I am enthusiastic about the responsibilities and challenges that the position entails and look forward to contributing to the growth of [Company Name]. Additionally, I confirm my acceptance of the salary and benefits discussed during the interview process.

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

Sincerely,

[Your Name]