

Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the [Position Title] role at [Company's Name]. I am grateful for this opportunity and excited to be part of your esteemed team.

I accept the terms outlined in the offer letter dated [Insert Offer Date], including the starting salary of [Insert Salary], benefits, and my start date of [Insert Start Date].

Thank you once again for this amazing opportunity. I look forward to contributing to the success of [Company's Name].

Sincerely,

[Your Name]