

# Job Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

**Dear [Hiring Manager's Name],**

I am writing to formally accept the position of [Job Title] at [Company's Name], as offered in your letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to the company's goals.

After reviewing the offer, I would like to confirm my acceptance under the following conditions regarding benefits:

- The health insurance plan will commence after the probation period.
- The annual bonus eligibility will be contingent upon meeting specific performance metrics.
- Vacation days will begin to accrue starting from my start date, with the ability to use them after the first three months of employment.

I believe that these conditions will foster a productive working relationship and enable me to perform at my best.

Thank you once again for this opportunity. I look forward to joining [Company's Name] on [Start Date] and becoming a part of your team.

Sincerely,

[Your Name]