

Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your 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 of [Job Title] at [Company's Name] as discussed in our previous conversations. I am excited about the opportunity to contribute to your team.

As we discussed, my starting salary will be [Salary Amount] with the additional benefits, including the pension plan. I appreciate the details you provided about the pension scheme and look forward to participating in it.

Thank you once again for this opportunity. I am eager to join [Company's Name] on [Start Date]. Please let me know if you need any further information from my side.

Sincerely,

[Your Name]