

# Letter of Acceptance

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Nonprofit Organization's Name]

[Organization's 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 [Nonprofit Organization's Name], as discussed in our recent conversation. I am honored to join your team and contribute to the important work being done in the community.

I understand that my starting salary will be [Salary Amount] and my start date will be [Start Date]. I am looking forward to working with the team and getting to know everyone at [Nonprofit Organization's Name].

Thank you again for this opportunity. Please let me know if you need any further information from my side prior to my start date.

Sincerely,

[Your Name]