

# Letter of Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of Construction Project Manager at [Company Name]. I am grateful for this opportunity and I am excited to contribute to your team.

As discussed, my starting date will be [Start Date] and my annual salary will be [Salary Amount]. I appreciate the benefits package that has been offered, and I look forward to working closely with the team.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]