

Job Offer Acceptance Letter

Dear [HR/Recruiter's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I am delighted to accept this offer and am excited to join your team.

As discussed, I understand that my starting salary will be [Salary Amount], with benefits including [Briefly List Benefits]. I am looking forward to starting on [Start Date] and contributing to the team.

Thank you once again for this opportunity. Please let me know if you need any further information from my side.

Best regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]