

Letter of Acceptance for Banking Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Bank's Name]

[Bank'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 [Bank's Name] as outlined in your offer letter dated [Date of Offer Letter]. I am excited to join your team and contribute to [Bank's Name]'s success.

I confirm my start date as [Start Date] and accept the salary and benefits as stated in the offer letter. Please let me know if you need any further information or documentation before my start date.

Thank you once again for this opportunity. I look forward to being part of [Bank's Name] and am eager to start.

Sincerely,

[Your Name]