

Acceptance of Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of Retail Associate at [Company's Name], which was offered to me on [Date of Offer]. I am grateful for the opportunity and excited to join your team.

As discussed, I understand that my starting salary will be [Salary Amount], and I will begin my employment on [Start Date]. I am looking forward to contributing to the success of [Company's Name] and working with my new colleagues.

Thank you once again for this wonderful opportunity. Please let me know if there are any forms or further information you need from me before my start date.

Sincerely,

[Your Name]