

# Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title] at [School/Organization Name]. I am excited about the opportunity to contribute to your team and support the mission of the organization.

As discussed, my starting salary will be [Salary Amount], and I will commence on [Start Date]. I appreciate the trust you have placed in me, and I am eager to begin working with you and the rest of the staff.

Thank you once again for this opportunity. I look forward to making a positive impact in my new role.

Sincerely,

[Your Name]