

# Acceptance Letter for Technical Writing Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the position of Technical Writer at [Company's Name]. I appreciate the opportunity and am excited to contribute to your team.

As discussed, I understand my starting salary will be [Insert Salary] with benefits starting on [Insert Start Date]. I confirm my acceptance of these terms.

Thank you once again for this opportunity. I look forward to joining [Company's Name] and contributing to the success of the organization.

Sincerely,

[Your Name]