

Acceptance of Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the position of Automotive Technician with [Company Name], as offered in your letter dated [Offer Date]. I am excited to join your team and contribute to the high standards of service your company is known for.

As discussed, I understand that my starting salary will be [Salary Amount] and that I will be expected to start on [Start Date]. I am looking forward to beginning my journey with [Company Name] and meeting the team.

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

Sincerely,

[Your Name]