

Acceptance of Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the position of Logistics Coordinator at [Company Name] as discussed in our recent conversation. I am excited about the opportunity to join your team and contribute to the success of the company.

As per our agreement, I understand my starting salary will be [salary amount], with benefits as outlined in the offer letter. I confirm my start date on [start date], and I am looking forward to beginning this new chapter in my career.

Thank you once again for this opportunity. I am eager to work with you and the rest of the team at [Company Name].

Sincerely,

[Your Name]