

Acceptance of Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the [Job Title] position at [Company Name], as discussed on [Date of Offer]. I am excited about the opportunity to contribute to your team and further my career in the oil and gas industry.

As per our discussion, I understand that my starting salary will be [Salary Amount], with additional benefits including [List of Benefits]. I am looking forward to starting on [Start Date] and am eager to meet the team and begin my journey at [Company Name].

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

Sincerely,

[Your Name]