

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 position of Publishing Assistant at [Company Name] as discussed in our previous conversations. I am grateful for this opportunity and excited to join your team.

As per our discussion, I confirm my starting salary of [Salary Amount] and the proposed starting date of [Start Date]. I am looking forward to contributing to [Company Name] and am eager to begin my journey with you.

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

Sincerely,

[Your Name]