

Job Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the position of Technical Support Specialist at [Company's Name], as per your offer letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to [specific goal or project of the company].

I confirm the start date of [Start Date] and accept the terms of employment, including the salary of [Salary Amount] and the employee benefits outlined in the offer.

Thank you for this opportunity. I look forward to being a part of [Company's Name] and contributing to the success of the team.

Sincerely,

[Your Name]