

Acceptance of Employment Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name], as outlined in the offer letter dated [Date of Offer Letter]. I am excited about the opportunity to join your team and contribute to [specific goals or values of the company].

As discussed, my starting salary will be [Salary Amount] with [any additional benefits or details]. I confirm my start date as [Start Date].

Thank you for this opportunity. I look forward to working with you and the rest of the team!

Sincerely,

[Your Name]