

Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name] as discussed in our recent conversation.

I am excited to join your team and contribute to [Company's Name]. I appreciate the opportunity and am looking forward to working together.

As per our agreement, I understand my starting salary will be [Salary Amount] and my start date will be [Start Date]. Please let me know if there are any documents or further information you require before then.

Thank you once again for this opportunity. I look forward to starting my new role.

Sincerely,

[Your Name]