

Job Offer Acceptance Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[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], which was offered to me on [Offer Date]. I am thrilled to join the team and contribute to [mention any specific project, goal, or company value that excites you].

I confirm my start date as [Start Date] and understand my salary will be [Salary] with benefits as discussed. Thank you for this opportunity. I look forward to working with you and the rest of the team.

Best regards,

[Your Name]