

Job Offer Acceptance Letter

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the [Job Title] position at [Company Name]. I am grateful for this opportunity and I would like to express my sincere thanks for your consideration.

After careful consideration, I am excited to join your team and contribute to [specific project or value you admire about the company]. I am looking forward to starting on [Start Date] and working alongside such a talented group.

Thank you once again for this amazing opportunity. Please let me know if there are any documents or further steps you need from me before my start date.

Warm regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]