

Job Offer Acceptance Letter

[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 discussed in your offer letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to [specific goal or project related to the job].

I confirm my acceptance of the offer with a start date of [Start Date] and the agreed-upon salary of [Salary Amount].

Thank you once again for this opportunity. I look forward to becoming a part of [Company's Name] and am enthusiastic about the work ahead.

Sincerely,

[Your Name]