

Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 offer for the position of [Job Title] at [Company's Name]. I am excited about the opportunity to join your team and contribute to the ongoing success of the company.

I appreciate the trust you have placed in me and am eager to bring my skills to [specific project or team]. As discussed, my starting salary will be [Salary Amount] with a start date of [Start Date].

Thank you once again for this incredible opportunity. Please let me know if there are any documents or forms you need me to complete prior to my start date.

Sincerely,

[Your Name]