

Employment Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the [Job Title] position at [Company Name]. I am excited to join the team and contribute to [Company's mission or goals].

I confirm that I accept the terms outlined in the offer letter, including the starting salary of [Salary Amount], benefits, and start date of [Start Date].

Thank you for this incredible opportunity. I look forward to working with you and the rest of the team.

Best regards,

[Your Name]