

Job Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[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 [Job Title] position at [Company's Name], which was offered to me on [Date of Offer]. I am excited about this opportunity and look forward to becoming a part of the team.

As discussed, my starting salary will be [Salary Amount], with a start date of [Start Date]. I appreciate the confidence you have placed in me and I am eager to contribute to the success of [Company's Name].

Thank you once again for this opportunity. Please let me know if there is any paperwork or further information you need from me prior to my start date.

Sincerely,

[Your Name]