

Job Offer Acceptance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer/Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept your job offer for the position of [Job Title] at [Company Name]. I am very excited about the opportunity to join your team and contribute to [specific project or value].

I confirm my acceptance of the offered salary of [Salary Amount] and the start date of [Start Date].

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

Sincerely,

[Your Name]