

Letter of Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 [Job Title] position at [Company's Name] that was presented to me on [Date of Offer]. I am excited about the opportunity to join your team and contribute to the success of the company.

I appreciate the terms outlined in the offer letter, including the starting salary of [Salary], benefits discussed, and the starting date of [Start Date]. I confirm my acceptance of these terms.

Thank you once again for this wonderful opportunity. I am looking forward to starting my new role and am eager to meet the team.

Sincerely,

[Your Name]