

# Job Offer Acceptance Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name], as discussed in our previous communication. I am excited about the opportunity to be a part of your team and contribute to [Company's goals/mission].

I understand that my start date will be [Start Date] and that my salary will be [Salary Amount]. I appreciate the details provided regarding the benefits and responsibilities associated with my role.

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

Sincerely,  
[Your Name]