

Accepting a Counter Job Offer

[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 hope this message finds you well. I am writing to formally accept your counter job offer for the position of [Job Title] at [Company's Name]. I appreciate the opportunity and am excited to join your team.

As per our discussions, I accept the terms of the offer, including a salary of [Salary Amount] and [brief mention of any other benefits or conditions]. I am eager to contribute to the company's success and am looking forward to starting on [Start Date].

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

Best regards,

[Your Name]