

# Acceptance Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

**Dear [Employer's Name],**

I am writing to formally accept the part-time job offer for the position of [Job Title] at [Company Name], as discussed on [Date of Offer]. I am grateful for this opportunity and excited to join your team.

As per the discussion, I understand my starting salary will be [Salary Amount], and my start date will be [Start Date]. I assure you of my commitment to contribute positively to the team and assist in achieving the company goals.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company Name].

Sincerely,

[Your Name]