

# 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 offer for the [Job Title] position at [Company's Name]. I am grateful for the opportunity and excited to join such a dynamic team.

Thank you for your trust and support throughout the hiring process. I appreciate the detailed explanation of my role and the company culture. I am confident that my skills and experiences align well with the team's goals.

I accept the offer with the agreed upon salary of [Salary Amount] and am looking forward to starting on [Start Date]. Please let me know if there are any documents or further information you need from me before my start date.

Thank you once again for this amazing opportunity. I can't wait to contribute to [Company's Name].

Sincerely,

[Your Name]