

# Job Offer Acceptance

[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],

Thank you for offering me the position of [Job Title] at [Company's Name]. I am excited about the opportunity to contribute to your team and help advance the company's goals.

After careful consideration, I am happy to accept the offer with the following requested modifications:

- Adjusted start date to [New Start Date]
- Remote work arrangement to include [Specify Details]
- Salary adjustment to [New Salary]

I believe these changes will enable me to perform my best work and contribute effectively to the team. I appreciate your understanding and support regarding these adjustments.

I look forward to your confirmation of these modifications and to joining [Company's Name] on [Start Date]. Thank you once again for this incredible opportunity!

Sincerely,

[Your Name]