

Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the [Job Title] position at [Company's Name] as discussed in our previous conversation. I am grateful for the opportunity and excited to join your team.

As per our agreement, I understand that my starting salary will be [Salary Amount] with benefits that include [List any benefits]. I am looking forward to starting on [Start Date].

Thank you once again for this opportunity. Please let me know if there are any documents or additional information you need prior to my start date.

Sincerely,

[Your Name]