

Job Offer 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 job offer for the position of [Job Title] at [Company Name] as discussed in your offer letter dated [Date of Offer Letter]. I am excited about the opportunity to join your team and contribute to [specific goal or project].

I confirm that I understand the starting salary will be [Salary Amount], and my start date will be [Start Date].

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

Sincerely,

[Your Name]