

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 job offer for the [Job Title] position at [Company's Name]. I am incredibly grateful for this opportunity and appreciate the confidence you have shown in me.

As discussed, I will be starting on [Start Date] and will earn a salary of [Salary Amount]. I look forward to contributing to the team and am excited to be part of such a dynamic organization.

Thank you once again for this wonderful opportunity. Please let me know if you need any more information from my side before my start date.

Sincerely,

[Your Name]