

Job Offer Acceptance Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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 position of [Job Title] at [Company's Name], which was extended to me on [Date of Offer]. I am excited to join your team and contribute to the innovative work at [Company's Name].

As discussed, I understand my starting salary will be [Salary Amount] with the additional benefits outlined in our discussion. I am enthusiastic about working remotely and the flexibility it brings.

I look forward to starting on [Start Date] and contributing to [specific tasks/initiatives relevant to the job]. 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 opportunity. I look forward to being part of [Company's Name] and am eager to get started!

Sincerely,
[Your Name]