

Letter of Acceptance

[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]

Subject: Acceptance of Job Offer

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 recent conversation. I am excited about the opportunity to join your team and contribute to the company's success.

I appreciate the terms of employment as outlined in your offer letter, including the starting salary of [Salary], benefit package, and starting date of [Start Date]. I confirm my acceptance of these terms.

Thank you once again for this opportunity. I look forward to working together and contributing to the goals of [Company's Name].

Sincerely,

[Your Name]