

Job Offer Acceptance

[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 excited to join your esteemed team and contribute to the innovative work being done.

As discussed, my starting salary will be [Salary] with [Benefits] and my starting date will be [Start Date].

Thank you for this incredible opportunity. I look forward to becoming a part of [Company's Name] and working together to achieve great results.

Sincerely,

[Your Name]