

Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I want to express my gratitude for this opportunity and I am enthusiastic about joining your team.

As discussed, my starting salary will be [Salary Amount] with additional benefits as outlined in the offer letter. I confirm that my expected start date will be [Start Date].

Regarding the relocation details, I am excited to move to [City/Country] and appreciate the relocation assistance offered. I would like to confirm the arrangements for moving costs and any additional support provided for settling in.

Thank you once again for this opportunity. I look forward to contributing to the success of [Company Name] and working alongside a talented team.

Sincerely,

[Your Name]