

Acceptance of Job Offer

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

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 [Job Title] position at [Company Name]. I am truly grateful for this opportunity and excited to join such a dynamic team. I appreciate the confidence you have placed in me and I am eager to contribute to the company's success.

As discussed, I understand my start date will be [Start Date], and I will receive a salary of [Salary] along with the additional benefits outlined in the offer letter. I assure you that I will bring my best efforts and commitment to the role.

Thank you once again for this incredible opportunity. I look forward to working with you and the rest of the team at [Company Name].

Sincerely,

[Your Name]