

# Acceptance of Job Offer

Date: [Insert Date]

To,  
[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 your offer for the position of [Job Title] with [Company's Name], as communicated to me on [Date of Offer]. I am grateful for the opportunity to contribute to the team and am excited about relocating to [Destination Country].

As per our discussions, I would like to confirm the following terms of my employment:

- Position: [Job Title]
- Salary: [Salary] per annum
- Start Date: [Start Date]
- Relocation Assistance: [Details]
- Benefits: [Details]

Please let me know if there are any further steps I need to take prior to my start date or if you require additional documentation.

Thank you once again for this opportunity. I look forward to joining [Company's Name] and contributing to our mutual success.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]