

Job Offer Acceptance

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name]. I am excited about the opportunity and appreciate the confidence you have shown in me.

As per our discussions, I understand that my starting salary will be [Salary Amount], with additional benefits including [List any benefits or perks]. I confirm my start date to be [Start Date].

I want to discuss my relocation details to [Relocation City/Country]. I am looking forward to receiving assistance with my relocation arrangements, including temporary housing and any necessary documentation for my move.

Thank you once again for this opportunity. I look forward to contributing to the team at [Company Name]. Please let me know if you need any further information from my side.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]