

# Job Offer Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Acceptance of Job Offer**

Dear [Employer's Name],

I am writing to formally accept the offer for the position of [Job Title] with [Company Name] as discussed. I am delighted to join [Company Name] and contribute to the team.

As per our discussion, I understand that my start date will be on [Start Date], and my salary will be [Salary Amount] with additional benefits including [List Benefits].

Thank you for the opportunity. I look forward to working together and being a part of [Company Name]. Please let me know if you require any further information or documentation from my side before my start date.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]