

Acceptance of Executive Position

January 15, 2024

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name], as discussed in our recent conversations. I am excited about the opportunity to bring my skills and experience to your esteemed organization.

As per the terms discussed, I accept the annual salary of [Salary Amount] with additional benefits including [List of Benefits]. I am looking forward to starting on [Start Date].

Thank you once again for this incredible opportunity. I look forward to being a part of the team and contributing to the success of [Company Name].

Sincerely,

[Your Name]