

Acceptance of Leadership Position Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the [Position Title] position at [Company/Organization Name] as discussed in our recent conversation. I am excited about the opportunity to contribute to the team and lead initiatives that align with the organization's goals.

As we discussed, my starting salary will be [Salary Amount], and my start date will be [Start Date]. I look forward to working collaboratively with everyone at [Company/Organization Name] and am eager to bring my skills in [Your Skills/Experience] to the position.

Thank you once again for this incredible opportunity. Please let me know if you need any additional information or documentation from my side prior to my start date.

Sincerely,

[Your Name]