

Agreement to Leadership Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the leadership offer for the position of [Position Title] at [Company Name], as discussed on [date of discussion]. I am excited about the opportunity to contribute to the team and help drive [Company's goals or mission].

As per our discussions, I understand that my starting salary will be [salary], with additional benefits including [list any benefits]. I also acknowledge that my start date will be [start date].

Thank you for this incredible opportunity. I look forward to working together to achieve great things.

Sincerely,

[Your Name]