

Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Non-Profit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of Advocacy Director at [Non-Profit Organization's Name] as discussed in our recent conversations. I am thrilled about the opportunity to contribute to your mission and work alongside such a dedicated team.

I confirm my acceptance of the terms and conditions outlined in the offer letter dated [insert date of offer letter]. I understand that my starting salary will be [insert salary], and my start date will be [insert start date].

Thank you once again for this incredible opportunity. I look forward to being a part of [Non-Profit Organization's Name] and contributing to the meaningful work we will undertake together.

Sincerely,

[Your Name]