

Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of Community Outreach Specialist at [Organization's Name]. I am truly grateful for this opportunity and excited to join your dedicated team.

As discussed, I understand that my starting salary will be [Insert Salary] with benefits starting on [Insert Date]. I am looking forward to contributing to the important work [Organization's Name] is doing in our community.

Thank you again for this opportunity. I look forward to starting my new role on [Start Date] and contributing to the success of [Organization's Name].

Sincerely,

[Your Name]