

# Job Offer Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

## **Subject: Acceptance of Job Offer for Education Program Director Position**

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of Education Program Director at [Non-Profit Organization Name]. I am grateful for the opportunity to contribute to your mission and support the educational initiatives that benefit our community.

As per our discussions, I accept the starting salary of [Salary Amount] with [Benefits Details]. I am excited to begin on [Start Date] and look forward to working alongside the incredible team at [Non-Profit Organization Name].

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

Sincerely,

[Your Name]