

Job Offer Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 Fundraising Coordinator at [Organization's Name]. I am grateful for this opportunity and am excited to contribute to the important work that your organization does.

As discussed, my starting salary will be [Salary Amount] and my start date will be [Start Date]. I appreciate the benefits package and the support provided to help me succeed in my role.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team to advance [Organization's Name]'s mission.

Sincerely,

[Your Name]