

# 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 offer for the position of Grant Writer at [Non-Profit Organization's Name], as discussed in our recent correspondence. I am excited about the opportunity to contribute to your organization and to work alongside such a passionate team.

I appreciate the offer of [insert salary or compensation details] and confirm my start date as [insert start date]. I am eager to bring my skills in grant writing and fundraising to support [Non-Profit Organization's mission or specific goal mentioned].

Thank you once again for this opportunity. I look forward to joining [Non-Profit Organization's Name] and working towards our common goals.

Sincerely,

[Your Name]