

# Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of Marketing and Communications Specialist at [Company/Organization Name]. I am thrilled about the opportunity to contribute to your team and promote the mission of [Company/Organization's Mission].

As discussed, my starting salary will be [Salary Amount], with a start date of [Start Date]. I appreciate the benefits package that includes [Briefly List Benefits, e.g., health insurance, retirement plan, etc.].

Thank you once again for this opportunity. I look forward to working with you and the team at [Company/Organization Name]. Should you need any further information or documents prior to my start date, please do not hesitate to contact me.

Sincerely,

[Your Name]