

Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 Program Manager position at [Non-Profit Organization's Name] as discussed. I am excited about the opportunity to contribute to your team and support the organization's mission.

As per our conversation, I understand my start date will be [Start Date], and my salary will be [Salary Amount]. I am looking forward to working with the team and making a positive impact in the community.

Thank you once again for this opportunity. I am eager to join [Non-Profit Organization's Name] and contribute to the important work you do.

Sincerely,

[Your Name]