

# Job Offer Acceptance Letter

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the Research Analyst position at [Non-Profit Organization's Name]. I am grateful for the opportunity to contribute to your important work and am excited to begin my journey with your team.

As discussed, my starting salary will be [Salary Amount], and I will begin on [Start Date]. I am looking forward to collaborating with such a dedicated group of individuals committed to making a positive impact.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]