

Job Offer Acceptance

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 Social Services Case Manager at [Non-Profit Organization's Name]. I am excited about the opportunity to contribute to your team and help make a positive impact in our community.

As we discussed, my starting salary will be [insert salary] and my start date will be [insert start date]. I look forward to joining the team and working towards our shared goals.

Thank you once again for this opportunity. Please let me know if you need any further information from my side prior to my start date.

Sincerely,

[Your Name]