

# Job Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company's Name] as discussed. I am enthusiastic about joining your team and contributing to [specific goals or projects].

I confirm that I will be starting on [Start Date] and will adhere to the agreed salary of [Salary], as well as the benefits outlined in the offer letter.

Thank you once again for this opportunity. I look forward to working with you and the team.

Sincerely,

[Your Name]