

Employment Offer Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer of employment for the position of [Job Title] at [Company's Name], as outlined in your offer letter dated [Date of Offer Letter]. I am enthusiastic about the opportunity to contribute to your team and am eager to join [Company's Name].

As discussed, I confirm my starting salary of [Salary Amount] and my start date of [Start Date]. Please let me know if there are any documents or further information you need from me prior to my start date.

Thank you once again for this opportunity. I look forward to being a part of [Company's Name].

Sincerely,

[Your Name]