

Job Acceptance Letter

John Doe
123 Main Street
City, State, Zip Code
Email: johndoe@example.com
Phone: (123) 456-7890
Date: October 10, 2023

Hiring Manager
Company Name
Company Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to formally accept the offer for the position of [Job Title] at [Company Name] as discussed. I am excited about the opportunity to join your team and contribute to the company's success.

As per our conversation, I understand that my starting salary will be [Salary] and my first day of employment will be [Start Date]. I agree to the terms stated in the offer letter.

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

Sincerely,
John Doe