

Acceptance of C-Suite Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am thrilled to formally accept the offer for the position of [Job Title] with [Company Name]. I appreciate the trust you have placed in me and am excited to contribute to the team.

As discussed, my starting salary will be [Salary], with additional benefits including [List any benefits or bonuses]. I understand my start date will be [Start Date], and I assure you of my commitment to excel in this role.

Thank you once again for this opportunity. I look forward to working together and contributing to the future success of [Company Name].

Sincerely,

[Your Name]