

# Acceptance of Executive Position Offer

[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 [Executive Position Title] at [Company's Name] as discussed in our recent conversations. I am excited about the opportunity to work with such a talented team and to contribute to the innovative projects at [Company's Name].

As per the terms outlined in the offer letter dated [Offer Date], I confirm my starting salary of [Salary Amount], along with the benefits package as discussed. I am looking forward to starting on [Start Date].

Thank you once again for this incredible opportunity. Please let me know if there are any documents or further information you need from my side before my start date.

Sincerely,  
[Your Name]