

# Acceptance of Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert 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 for the position of [Job Title] with [Company's Name]. I am excited to join your team and contribute to the company's goals and vision.

As discussed, my starting salary will be [Salary], and I understand that my start date will be [Start Date]. I appreciate the opportunity and the confidence you have placed in me.

Thank you once again for this exciting opportunity. I look forward to working with you and the rest of the team. Please let me know if there is any paperwork or further information you require from me prior to my start date.

Sincerely,

[Your Name]