

Clarification on Job Offer Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to clarify my acceptance of the job offer for the position of [Job Title] at [Company Name], which I received on [Date of Job Offer]. I appreciate the trust you have placed in me and I am enthusiastic about joining your team.

After careful consideration, I confirm my acceptance of the offer under the terms discussed, including the salary of [Salary Amount] and the starting date of [Start Date].

If there are any further documents or information required from my side prior to my start date, please let me know. I look forward to contributing to the team and achieving great results together.

Thank you once again for this opportunity. I am looking forward to my start at [Company Name].

Sincerely,

[Your Name]