

Production Role Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the Production role at [Company Name]. I am excited to join the team and contribute to the production department.

I appreciate the faith you have in my abilities, and I am looking forward to starting on [Start Date], as discussed. I understand my salary will be [Salary Amount] with additional benefits as outlined in the offer letter.

Thank you again for this incredible opportunity. I look forward to working with everyone at [Company Name].

Best regards,

[Your Name]