

Acceptance of Job Offer

Date: [Insert Date]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of Bilingual [Job Title] at [Company Name], as discussed. I am grateful for this opportunity and excited to contribute to your team.

As per our conversation, I understand that my starting date will be [Start Date], and my annual salary will be [Salary Amount]. I appreciate the benefits package outlined in the offer as well.

Please let me know if there are any documents or further details you need from me before my start date. I look forward to working closely with you and the team at [Company Name].

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]