

Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 job offer for the position of [Job Title] at [Company Name] as discussed in the offer letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to [specific project or team, if applicable].

As per our discussions, I accept the terms and conditions outlined in the offer letter, including a starting salary of [Salary Amount] and a start date of [Start Date].

Thank you once again for this opportunity. I look forward to working with you and the team at [Company Name].

Sincerely,

[Your Name]