

# Acceptance of Job Offer

[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 am writing to formally accept the offer for the journalist position at [Company Name] as discussed. I am excited to become a part of your team and contribute to the valuable work being done.

As we agreed, my starting salary will be [Salary Amount], and I will begin my employment on [Start Date].

Thank you once again for this opportunity. I look forward to working with you and the team.

Sincerely,

[Your Name]