

Official Acceptance of Journalist Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the Journalist position at [Company's Name] as stated in the offer letter dated [Insert Offer Date]. I am thrilled about the opportunity to join your team and contribute to the exciting work at [Company's Name].

I understand my starting salary will be [Insert Salary], and my start date will be [Insert Start Date]. I look forward to collaborating with such a talented group of individuals.

Thank you for this incredible opportunity. Please let me know if you need any further information from my side before I begin.

Sincerely,

[Your Name]