

Offer Acceptance Letter

Date: [Insert Date]

To,

[Hiring Manager's Name]

[Company Name]

[Company Address]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the Sales Executive position at [Company Name]. I would like to express my gratitude for this opportunity and the confidence you have shown in my abilities.

As discussed, I confirm my start date as [Start Date], and I am enthusiastic about bringing my skills and experience to your esteemed team. I am especially committed to achieving the sales goals outlined during our discussions and contributing positively to [Company Name]'s growth and success.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]