

Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the position of Sales Executive at [Company's Name]. I appreciate the opportunity and am excited to contribute to your team.

As discussed, my starting salary will be [Insert Salary], and I will be eligible for [insert any bonuses or commissions discussed]. My start date will be [Insert Start Date]. I confirm my understanding that my benefits package will include [briefly list any benefits discussed].

Thank you once again for this opportunity. I look forward to working with you and the team at [Company's Name]. Please let me know if you need any further information from my side before my start date.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]