

Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email] [Your Phone Number]

[Recipient's Name]

[Company's Name] [Company's Address] [City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of Sales Executive at [Company's Name] as discussed during our recent conversation. I am excited about the opportunity to contribute to your team and help drive the success of [Company's Name].

I appreciate the details regarding the compensation and benefits package, and I am fully in agreement with the terms outlined in the offer letter dated [Insert Offer Date]. I look forward to starting my role on [Insert Start Date].

Thank you once again for this opportunity. Please let me know if you need any further information from my side before my start date.

Best regards,

[Your Name]