

Offer Acceptance Letter

[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 Sales Executive position at [Company Name] as outlined in your offer letter dated [Offer Date]. I am excited about the opportunity to contribute to your team and to drive sales growth for the organization.

As discussed, I understand that my starting salary will be [Salary Amount], with additional benefits including [list any relevant benefits]. I confirm my start date as [Start Date].

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

Sincerely,
[Your Name]