

Acceptance Letter for Social Media Coordinator Role

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the position of Social Media Coordinator at [Company Name]. I am thrilled about this opportunity and look forward to contributing to your team.

As per our discussion, I understand that my starting salary will be [insert salary] and my start date will be [insert start date]. I am excited to bring my skills and creativity to [Company Name] and to work towards achieving our social media goals together.

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

Sincerely,

[Your Name]