

Job Acceptance Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am thrilled to accept the offer for the position of Social Media Manager at [Company Name]. I appreciate the opportunity to contribute my skills and experience to your team.

As discussed, I am excited to start on [Start Date] and will ensure that all necessary paperwork is completed by that date. Thank you for this incredible opportunity, and I look forward to working with you and the team at [Company Name].

Best Regards,

[Your Name]