

Acceptance of Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am thrilled to formally accept the offer for the Social Media Position at [Company Name], which was extended to me on [Date of Offer]. I am excited to join your team and contribute to your objectives.

As discussed, I understand that my starting salary will be [Insert Salary], with additional benefits as outlined in the offer letter. I am looking forward to starting on [Start Date] and being a part of [Company Name].

Thank you once again for this opportunity. Please let me know if there are any documents or additional information you require from my side prior to my start date.

Sincerely,

[Your Name]