

Acceptance of Job Offer

Date: [Insert Date]

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

Dear [Hiring Manager's Name],

I am thrilled to accept the offer for the position of Social Media Strategist at [Company's Name]. I appreciate the opportunity and look forward to contributing to the team.

As per our discussion, my starting salary will be [Insert Salary], and I will begin on [Insert Start Date]. I am excited about the projects ahead and eager to work collaboratively with everyone at [Company's Name].

Thank you once again for this incredible opportunity. Please let me know if there are any documents you need me to complete before my start date.

Looking forward to joining the team!

Sincerely,

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