

# Acceptance of Employment Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer of employment for the position of [Job Title] at [Company's Name]. I am grateful for the opportunity and excited to contribute to your esteemed team.

As discussed, I understand that my starting salary will be [Salary Amount], with benefits commencing on [Start Date]. I confirm that I will be reporting to [Supervisor's Name] and my responsibilities will include [Brief Description of Job Responsibilities].

Thank you once again for this opportunity. I look forward to joining [Company's Name] and contributing to the excellent work being done in the healthcare field.

Sincerely,

[Your Name]