

# Acceptance of Offer

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
PR Agency Name  
Agency Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally accept the offer for the [specific position] at [PR Agency Name] that was extended to me on [date of offer]. I am excited to join your team and contribute to the agency's goals.

As discussed, I understand that my start date will be [start date], and my compensation will be [salary/other benefits]. Please let me know if there are any documents or information you need from me before my start date.

Thank you once again for this opportunity. I am looking forward to working with you and the entire team at [PR Agency Name].

Sincerely,  
[Your Name]