

Acceptance of Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

HR Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of Data Protection Specialist at [Company Name]. I am excited about the opportunity to contribute to your esteemed organization and ensure the security and integrity of sensitive data.

As discussed, I understand my starting salary will be [insert salary] and my start date will be [insert start date]. I appreciate the benefits package provided, including [briefly mention any relevant benefits].

Thank you once again for this opportunity. I look forward to joining the team and contributing to the cybersecurity efforts at [Company Name].

Sincerely,

[Your Name]