

Acceptance of Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am delighted to formally accept the position of [Job Title] with [Company's Name], as offered in your letter dated [Offer Date]. I appreciate the opportunity and am excited to contribute to your team.

I understand that my starting salary will be [Salary Amount] and my starting date will be [Start Date]. Please let me know if there are any forms or documentation you require before my start date.

Thank you once again for this opportunity. I look forward to being part of [Company's Name] and contributing to sustainable tourism initiatives.

Sincerely,

[Your Name]