

Employment Offer Acceptance

[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 employment offer for the position of [Job Title] with [Company's Name] as discussed. I am excited about the opportunity to join your team.

As per our conversation, I confirm the following details:

- **Start Date:** [Start Date]
- **Salary:** [Salary or hourly rate]
- **Benefits:** [Brief description of benefits]
- **Reporting To:** [Supervisor's name]

Thank you once again for this opportunity. I look forward to contributing to the success of [Company's Name] and am eager to start working with the team.

Warm regards,

[Your Name]