

Job Offer Acceptance Letter

Date:

Hiring Manager's Name

Company Name

Company Address

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I am grateful for this opportunity and look forward to joining your team.

As discussed, my starting salary will be [Salary] with a start date of [Start Date].

Thank you for your trust and confidence. I am excited to contribute to [Company Name]'s success.

Sincerely,

[Your Name]