

Job Offer Acceptance Letter PDF

Heading: Job Offer Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Today's Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Employer's Name],

Subheading: Heartfelt Appreciation

I am writing to formally accept your offer for the [Position Name] at [Company Name]. I am both honored and excited to start contributing to the team and to work towards achieving the company's goals.

Subheading: Confirmation of Job Details

As discussed, my starting salary will be [agreed salary], with additional benefits being provided as outlined in the offer. My start date will be [start date], as agreed upon.

Subheading: Looking Forward

I look forward to working with you and the team. I am eager to bring my skills to [Company Name] and contribute to our mutual success. Thank you once again for this opportunity. I am ready to make a positive impact and grow within the company.

Sincerely,

[Your Name]