horizontal line

Job Offer Acceptance Letter Template

**Heading: Template for Accepting a Job Offer**

**[Your Contact Information]**

* Your Name
* Address
* City, State, Zip Code
* Email Address
* Date

**[Employer's Contact Information]**

* Employer’s Name
* Title
* Company Name
* Address
* City, State, Zip Code

**Greeting:  
Dear [Employer’s Name],**

**Introduction:**  
I am writing to formally accept the job offer for the position of [Position Name] at [Company Name]. Thank you for this incredible opportunity to join your team.

**Body:**  
I am eager to bring my skills to your company and contribute to the [specific department/project] as discussed during the interviews. As per our conversation, I understand my starting salary will be [Salary], with [brief mention of any other benefits/perks].

**Closing:**  
I look forward to beginning my journey with [Company Name] on [Start Date]. Please let me know if there are any forms or additional documentation I need to complete prior to then.

Thank you again for this opportunity. I am excited to start this new chapter in my professional career.

**Complimentary Close:  
Sincerely,  
[Your Name]**