
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]