
Offer Acceptance Letter Email Reply Sample

Subject Line: Acceptance of [Position Name] Position

Dear [Employer's Name],

I hope this message finds you well. I am thrilled to formally accept the offer to join [Company Name] as a [Position Name]. I am grateful for the opportunity and am eager to contribute to the team and the company's success.

I confirm my understanding of the starting salary of [Salary], and the benefits that were outlined. I look forward to starting on [Start Date], as discussed.

Please let me know if there are any documents or further information you require from me before then. Thank you once again for this opportunity. I am looking forward to becoming a part of the [Company Name] team.

Best regards,

[Your Name]