

# Job Acceptance Letter Sample

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Employer'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 am eager to begin contributing to the team.

As discussed, I understand my starting salary will be [agreed amount], and my start date will be [start date]. Please let me know if there are any documents or further information required before my first day.

Thank you for your trust and support. I look forward to joining [Company Name] and contributing to its continued success.

Sincerely,

[Your Name]