Acceptance Letter for a Job

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Hiring Manager's Name]  
[Hiring Manager's Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

**Subject: Acceptance of Job Offer for [Position]**

**Dear [Hiring Manager's Name],**

**I am thrilled to accept the offer for the position of [Position] at [Company Name]. I am grateful for the opportunity and look forward to contributing to the team.**

**Confirmation of Details  
I confirm my start date as [Start Date] and am excited to begin my role. I agree to the terms and conditions outlined in the offer letter, including:**

* **Position: [Position]**
* **Salary: [Salary Details]**
* **Benefits: [Briefly mention any key benefits]**

**Onboarding and Preparation  
Please let me know if there are any documents or additional information needed prior to my start date. I am eager to familiarize myself with the team and the company’s operations.**

**Expression of Gratitude  
Thank you for this opportunity. I am looking forward to contributing to the success of [Company Name] and growing professionally within this role.**

**If you have any further instructions or need additional information, please do not hesitate to contact me.**

**Sincerely,  
[Your Name]**