

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]