Formal Job Offer Acceptance Letter

Subject: Acceptance of Job Offer

Dear [Hiring Managerâ€™s Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your team and contribute to the organizationâ€™s goals.

As discussed, my start date will be [Start Date], with a salary of [Agreed Amount] and benefits as outlined in the offer letter. Please let me know if there are any documents or further steps required before my first day.

Thank you once again for this opportunity. I look forward to working with you and contributing to the companyâ€™s success.

Sincerely,

[Your Name]

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