

Formal acceptance of employment offer

Subject: Acceptance of Job Offer - [Your Name]

Dear [Hiring Manager's Name],

I am writing to formally accept your job offer for the position of [Job Title] at [Company Name].

Thank you for this wonderful opportunity and for the confidence you have shown in my abilities.

I am pleased to accept the terms as outlined in your offer letter dated [Date], including the starting salary of [Amount], benefits package, and start date of [Date]. I understand that my employment will be subject to the completion of background checks and any other pre-employment requirements as specified.

I am excited to join your team and contribute to [Company Name]'s continued success. I look forward to working with you and the entire [Department/Team] to achieve our shared goals.

Please let me know if there are any additional documents or information you need from me prior to my start date. I am available at [Phone Number] or [Email Address] if you have any questions.

Thank you once again for this opportunity. I eagerly anticipate beginning my career with [Company Name].

Sincerely,

[Your Full Name]

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