

Formal Job Offer Acceptance Letter

Subject: Acceptance of Job Offer - [Position Title]

Dear [Hiring Manager's Name],

I am writing to formally accept your offer for the position of [Position Title] at [Company Name]. I am delighted to join your team and contribute to the continued success of the organization.

As discussed, I understand that my starting salary will be \$[Amount] per year, with benefits including [list key benefits]. My anticipated start date is [Date], and I will report to [Supervisor's Name].

I appreciate the confidence you have shown in my abilities and look forward to the opportunities for professional growth within your organization. Please let me know if there are any documents or preparations I need to complete before my start date.

Thank you once again for this wonderful opportunity. I am excited to begin this new chapter in my career.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email]

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