

Professional job acceptance

Subject: Acceptance of Job Offer - [Position Title]

Dear [Hiring Manager's Name],

I am delighted to formally accept your offer for the position of [Position Title] at [Company Name].

Thank you for providing me with this incredible opportunity to contribute to your team.

As discussed, I understand that my starting salary will be [salary amount] annually, with [benefits details]. My anticipated start date is [date], and I will report to [supervisor's name/department].

I am excited to bring my skills and experience to this role and look forward to contributing to [specific company goal/project]. Please let me know if there are any documents or preparations needed before my start date.

Thank you once again for your confidence in my abilities. I am eager to begin this new chapter with [Company Name].

Sincerely,

[Your Name]

[Your Contact Information]

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