

Official Acceptance

Subject: Official Acceptance of Employment Offer

Dear [Hiring Manager's Name],

I am writing to officially accept the employment offer for the position of [Position Title] with [Company Name]. I am enthusiastic about beginning work on [Start Date] and am committed to contributing to the success of the team.

As per the terms of the offer, I understand my starting salary will be [Amount] with additional benefits including [List benefits, e.g., health insurance, vacation days, bonus structure]. I accept these terms and look forward to upholding the expectations of my role.

Please let me know if there are any forms or additional documents you need before my start date. Thank you again for this wonderful opportunity.

Respectfully,

[Your Name]

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