

Formal acceptance of job offer with terms confirmation

Subject: Acceptance of Job Offer “ [Job Title]

Dear [Hiring Manager Name],

I am writing to formally accept your offer for the position of [Job Title] at [Company Name]. I am grateful for the opportunity and excited to contribute to the team.

As discussed, my starting date will be [Start Date], and my compensation and benefits will be in accordance with the offer letter provided. I look forward to joining [Company Name] and contributing to its success.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

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