

Accepting employment letter of intent

Subject: Acceptance of Letter of Intent - [Position Title]

Dear [Hiring Manager Name],

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

Your offer, as outlined in your letter dated [date], perfectly aligns with my career aspirations and professional goals.

I am excited to contribute my [specific skills/experience] to your team and am particularly enthusiastic about [specific project or aspect mentioned in LOI]. The proposed start date of [date] works perfectly with my current obligations, and I am prepared to relocate if necessary as discussed.

I accept the preliminary terms including the salary range of [amount], benefits package, and reporting structure. I understand that a formal employment contract will follow pending background checks and reference verification.

Thank you for this incredible opportunity. I am eager to begin contributing to [Company Name]'s continued success and look forward to hearing from HR regarding next steps.

Warmest regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/letter-of-intent-acceptance-letter>