

Sample Acceptance Letter for Job Offer (Fresh Graduate)

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer of employment for the position of [Job Title] at [Company Name]. I am grateful for this opportunity and would like to thank you and the entire team for your confidence in me.

As discussed, I confirm my starting date as [Start Date], with an annual salary of [Agreed Salary] and the benefits outlined in your offer letter. I am excited to begin contributing to your organization and to work alongside such a talented team.

Thank you once again for this opportunity. Please let me know if there are any documents or further information I should provide prior to my start date. I look forward to starting my career at [Company Name] and contributing to the company's success.

Sincerely,
[Your Name]