

Offer Acceptance Letter Sample (with Joining Date)

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

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of **[Job Title]** at **[Company Name]**. I appreciate this opportunity and am eager to join your team.

As discussed, I confirm my acceptance of the offer with the following terms:

- Position: **[Job Title]**
- Start Date: **[Joining Date]**
- Salary: **[Agreed Salary]** per annum
- Other Terms: **[Any other agreed terms, if applicable]**

I am excited to contribute to **[Company Name]** and collaborate with my new colleagues. Please let me know if there is any paperwork or documentation I should complete prior to my start date.

Thank you once again for this opportunity. I look forward to joining the team on **[Joining Date]**.

Sincerely,
[Your Name]