

## Sample Acceptance Letter for Job Offer After Negotiation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the revised offer of employment for the position of [Job Title] at [Company Name]. Thank you very much for your willingness to discuss and accommodate my requests regarding the terms of employment.

I am pleased to confirm my acceptance of the following terms that we have agreed upon:

- Start date: [Start Date]
- Salary: [Agreed Salary] per [year/month]
- Benefits: [Briefly list key negotiated benefits, e.g., health insurance, paid time off, remote work flexibility, signing bonus, etc.]
- Other negotiated terms: [Any other specific work conditions, if applicable]

I appreciate the opportunity to join [Company Name] and would like to express my gratitude for your flexibility and understanding during our discussions. I am enthusiastic about bringing my experience and skills to your team, and I look forward to contributing to the ongoing success of [Company Name].

Please let me know if there are any documents or further steps needed from my end prior to my start date. Once again, thank you for this opportunity.

Sincerely,

[Your Name]