

Sample Acceptance Letter for Job Offer after Verbal Acceptance

Date: [Insert Date]

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

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

Dear [Hiring Manager's Name],

I am writing to formally accept the [Job Title] position at [Company Name] as discussed and verbally agreed upon. I would like to express my sincere gratitude for this opportunity and am excited to join your team.

As agreed, my start date will be [Start Date], with an annual salary of [Salary Amount] and the benefits we previously discussed. I fully understand and accept the terms of my employment as outlined in our conversation.

I look forward to contributing positively to [Company Name] and am eager to begin working with you and the rest of the team. Please let me know if there are any documents or further information you require from me prior to my start date.

Thank you once again for this great opportunity.

Sincerely,
[Your Name]