

Formal Acceptance Letter with Response to Job Offer Example

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of **[Job Title]** at **[Company Name]**. I would like to express my sincere gratitude for this opportunity and thank you for your confidence in selecting me for this role.

I am pleased to confirm my acceptance under the terms discussed, including a starting salary of **[Agreed Salary]** and a start date of **[Start Date]**. I look forward to joining your team and contributing to the ongoing success of **[Company Name]**.

Please let me know if there are any forms or additional documents I need to complete prior to my start date. Once again, thank you for this opportunity. I am excited to work with you and the rest of the team.

Sincerely,

[Your Name]