

Sample Job Acceptance Letter

Your Name

Your Address

City, State ZIP Code

Email Address

Phone Number

Date

Employer's Name

Company Name

Company Address

City, State ZIP Code

Dear [Employer's 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. I am truly excited to join your team and contribute to the continued success of [Company Name].

Thank you for considering me for this role and for the confidence you have shown in my abilities. I appreciate the information you shared regarding the position and the organization, which has made me even more enthusiastic about starting.

I am eager to begin working with you and the team starting on [Start Date], as discussed. Please let me know if there are any forms or paperwork you need from me prior to my first day.

Thank you again for this wonderful opportunity. I look forward to being part of [Company Name] and contributing to our shared goals.

Sincerely,

[Your Name]