

Sample Acceptance Letter for Job Offer via Email

Subject: Acceptance of Job Offer - [Your Name]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of **[Job Title]** at **[Company Name]**. Thank you very much for this opportunity. I am excited to join your team and contribute to the success of the organization.

As discussed, I understand my starting date will be **[Start Date]**, and I am looking forward to beginning my employment with [Company Name]. Please let me know if there are any documents or further steps required prior to my start date.

Thank you again for this opportunity. I appreciate your trust and confidence in me, and I am eager to make a positive impact on the team. Please feel free to reach out if you need any additional information from me.

Sincerely,

[Your Name]

[Your Contact Information]