

Employment Acceptance Letter

[Address]

[State, Zip]

[Date]

[Name of person you' re addressing]

[Position]

[Company]

[Address/ contact details]

[State, Zip]

[Country]

Dear [person you are addressing],

I am writing to confirm my acceptance of your job offer [date] and to tell you how excited I am to start working with your team at [company name]. I feel confident that I will be able to make a significant contribution as a [position] in the company. I am also extremely grateful that you have given me this opportunity to further my skills and experience.

As what was discussed during the interview, I will report to work at [state time] on [state date] as an [state position] with the starting salary of [\$ amount]

I look forward to a long and productive career at [company name].

Sincerely,

[Signature]

[Your name]