

## Job Offer Acceptance Letter

Dear [Insert Name]

Your Name  
Your Address  
Your City, Zip Code  
Date

Dear <enter name of person who offered you the job>,

As we discussed on the telephone earlier, I am very pleased to accept the position of <enter job title> with <enter company name>. I appreciate being given the opportunity to work for your company. I am eager to make some very positive contributions to your company and to work with everyone on the < enter company name> team.

As we discussed, my starting salary will be <enter amount> and I will receive health and life insurance benefits after three months of employment. I very much look forward to beginning my new job on <enter date>. Please let me know if you happen to need more information or documentation prior to that date.

Sincerely,

<Enter name here>

Your Address  
Post Code  
Tel Number

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