

## Job Acceptance Letter Example

Dear [Insert Name]

Your Name  
Your Address  
Your City, Post Code  
Date

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

It is with a great deal of appreciation that I am writing you this letter to officially inform you that I accept your recent job offer. I look forward to being your new <enter job title> at <enter company name>.

After our discussion, I am very confident that you will be very satisfied that you chose me for this position. I will begin working as your new <enter job title> on <enter date> as agreed. I am anxious to begin working for your company as I have only heard great things about it. I am sure that I can make positive contributions which keep in line with your company goals.

Thank you again,

Yours sincerely,

<Enter name here>

Your Address  
Post Code  
Tel Number

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