**JOB OFFER ACCEPTANCE LETTER**

Dear Contact Person,

I was excited to get your phone call yesterday. I’m writing to formally accept your employment offer for the Social Media Manager position at XYZ Company. Thank you for the opportunity to put my skills to work making XYZ’s brand shine across multiple platforms.

As we agreed, my starting salary will be $52,800 per year with two weeks of paid time off. I understand that health and dental benefits will be available after ninety days of employment.

If there’s anything you need from me prior to that start date, or any documents I should bring on my first day, just let me know. I’m eager to dig in and get started on January 01,20XX.

Thanks again,

Your Name