**LETTER TEMPLATE**

**JOB OFFER ACCEPTANCE**

[Today’s Date]

Dear [Hiring Manager or Supervisor’s Name],

As we discussed on the phone, I am very pleased to accept the position of [position] with [Company]. Thank you for the opportunity, and I look forward to applying my skills to the position.

As the offer letter displays and as we previously discussed on the phone, I accept the starting salary of [offered salary] with [benefits packaged offered].

I look forward to beginning work and meeting the team on [start date]. If you require any additional information from me before then, please let me know. You can reach me by phone at [your phone number] or by email at [your email address].

Thank you again for giving me the opportunity to demonstrate my value to the team.

Sincerely,

[signature for hard copy letter]

[Your Name]