****

**Job Acceptance Letter Template**

[Date]

[Hiring Manager’s Full Name]

[Business Name]

[Business Address]

Dear [**Hiring Manager’s Title + Name**],

Thank you for your offer of [**Job title**] at [**Business name**]. I am pleased to formally accept the offer. I am very grateful for the opportunity to showcase my [**main skill needed for the job**] skills and help make a positive contribution to the company.

As we agreed on the phone and via email, my starting salary will be [**salary**] per year with [**list of employee benefits**].

I am looking forward to joining the [**department name**] team on [**starting date**]. Please inform me of any documents or other information I should prepare for my first day.

Thank you again for the opportunity.

Kind regards,

[**Your Name**]