**Sample Job Offer Acceptance Letter**

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date  
  
Mrs Jane Brown  
Human Resources Manager  
Open Door Company  
Address  
City, State, Zip Code

Dear Mrs Brown

Thank you for offering me the position of Assistant Accountant with Open Door Company. I am pleased to accept this offer and look forward to starting employment with your company on June 8, 2020.

As we discussed my starting salary will be $40,000 and health and life insurance benefits will be provided after 60 days of employment.

Thank you again for giving me this wonderful opportunity. I am eager to join your team and make a positive contribution to the company.

If there is any further information or paperwork you need me to complete, please let me know and I will arrange it as soon as possible.

Sincerely,

Your signature

Typed name