
Response Letter For Job Offer

Jane Doe

123 Elm Street
Springfield, IL 62701
janedoe@email.com
(555) 123-4567
July 23, 2024

John Smith

Hiring Manager
XYZ Corporation
456 Oak Avenue
Springfield, IL 62701

Dear John Smith,

I am writing to formally accept your offer for the position of Marketing Coordinator at XYZ Corporation. I am thrilled to join your team and contribute to the company's success. Thank you for this incredible opportunity.

I appreciate the detailed information provided regarding the position, salary, and benefits. I understand that my starting salary will be \$55,000 annually, with comprehensive health insurance, a 401(k) retirement plan, and additional benefits. My start date will be August 15, 2024.

Please let me know if there are any forms or additional information needed from my end before I begin. I am eager to get started and look forward to contributing to the team.

Thank you once again for this opportunity. I look forward to joining XYZ Corporation and working with such a talented group of individuals.

Sincerely,

Jane Doe