Job Acceptance Letter For Teaching

**Rebecca Allen**567 Oak Lane  
Hometown, ST 54321  
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(321) 654-9870  
June 17, 2024

**Mr. David Williams**Principal  
Greenwood Elementary School  
123 School Street  
Hometown, ST 54321

Dear Mr. Williams,

I am writing to formally accept the position of Fourth Grade Teacher at Greenwood Elementary School. I am honored by this opportunity and am excited to join your esteemed school community.

As discussed, my start date will be August 15, 2024, and my starting salary will be $50,000 per year. I understand that I will also be eligible for the benefits package, including health insurance, retirement plans, and 10 days of paid leave.

I am enthusiastic about bringing my skills and passion for teaching to Greenwood Elementary School and contributing to the development and success of the students. Please let me know if there are any additional documents or steps required before my start date. If you need any further information from me, feel free to contact me at (321) 654-9870 or rebecca.allen@example.com.

Thank you again for this wonderful opportunity. I look forward to joining Greenwood Elementary School and working with the dedicated team of educators.

Sincerely,

**Rebecca Allen**