
Job Acceptance Letter From Employer

Jane Doe

HR Manager

Bright Future Enterprises

456 Elm Street

Hometown, ST 67890

janedoe@brightfuture.com

(987) 654-3210

June 17, 2024

Michael Smith

123 Oak Street

Hometown, ST 12345

Dear Michael Smith,

I am pleased to confirm your acceptance of the Marketing Manager position at Bright Future Enterprises. We are excited to welcome you to our team and look forward to your contributions to our organization.

As discussed, your start date will be July 1, 2024, and you will be reporting to John Adams. Your starting salary will be \$60,000 per year, and you will be eligible for benefits including health insurance, retirement plans, and 15 vacation days.

Please find enclosed your employment contract and other relevant documents. Kindly review and sign them before your start date. If you have any questions or need further clarification, feel free to contact me at (987) 654-3210 or janedoe@brightfuture.com.

We are confident that you will be a valuable addition to our team, and we are excited to see the positive impact you will have at Bright Future Enterprises.

Thank you for accepting our job offer. We look forward to your first day with us.

Sincerely,

Jane Doe

HR Manager

Bright Future Enterprises