



Annie Margarita Yang

The 5-Day Job Search by Annie Margarita Yang

Job Offer Acceptance Email Template

Subject: Finalized Offer from [Company Name]

Dear [Interviewer's Name],

I am writing to express my heartfelt gratitude for our recent discussions regarding the offer for the [Job Title] position at [Company Name]. I greatly appreciate your understanding, flexibility, and willingness to address my questions and concerns about the initial offer.

Your openness to dialogue about the salary and benefits package speaks volumes about [Company Name]'s commitment to its employees, fostering my belief that this is the right place for me to further my career. I am sincerely looking forward to contributing to the team and helping the company reach its objectives.

As we move forward, please feel free to share any onboarding documents or details that I need to be aware of. I am eager to start on [Start Date] and join the [Company Name] team.

Thank you once again for your time, patience, and understanding throughout this negotiation process.

Best Regards,

[Your Full Name]