

Diane L. Smith

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March 1, 2018

Mr. Jeff Sims
Marketing Director
XYZ Company
5100 Forbes Avenue
Pittsburgh, PA 15213

Dear Mr. Sims:

I am thrilled to formally accept your offer to serve as the Marketing Manager of XYZ Company beginning Monday, March 10, 2018. This role will prove to be an opportunity for personal and professional growth, and I look forward to helping your team elevate its brand across the Midwest.

As we discussed, I appreciate and accept your annual salary offer of \$40,000, in addition to the relocation stipend of \$1,000.

If there is anything else you need from me before I start, please don't hesitate to contact me. Thank you again for this offer, and I look forward to joining your team!

Sincerely,

Diane L. Smith

-Job Acceptance Letter Sample-