To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Job Offer Acceptance Letter**

Dear Sir/Madam,

This is to thank you for providing me the opportunity to work as [mention job position] in [mention organization name]. Your guidance and support was very helpful throughout this hiring process. It will be my great honor and pleasure to work with you and to learn and polish my skills with your help.

This letter serves as my formal acceptance to your job offer as a supervisor in the sales department. I understand and duly accept the terms and conditions of the job as are explained by you in the job offer letter.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]