

Job Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the Administrative Assistant position at [Company Name]. I am grateful for the opportunity and excited to join your team.

I confirm that I will be starting on [Start Date] as discussed, and I am looking forward to contributing to the success of the company.

Thank you once again for this opportunity. Please let me know if there are any documents or further information required before my start date.

Sincerely,

[Your Name]