

Employment Acceptance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally confirm my acceptance of the position of [Job Title] at [Company's Name], as discussed. I am excited to join the team and contribute to [Company's Goals/Values].

As we agreed, my starting date will be [Start Date], with a salary of [Salary Amount] and [Other Terms/Benefits if applicable]. I appreciate the opportunity and look forward to the onboarding process.

Thank you once again for this opportunity. Please let me know if you require any additional information from my side before my start date.

Sincerely,

[Your Name]