Job Acceptance Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally confirm my acceptance of the offer for the position of [Job Title] at [Company Name]. I am grateful for the opportunity to join such an esteemed organization and I am looking forward to contributing to the team.

As discussed, I am excited to begin on [Start Date] at the agreed-upon salary of [Salary]. If there are any documents or onboarding procedures I need to complete prior to my start date, please let me know.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company Name].

Sincerely,

[Your Name]