

Position Acceptance Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company's Name] as discussed on [Date of Offer]. I am excited about the opportunity to join your team and contribute to the innovative work at [Company].

I am looking forward to starting on [Start Date] and am eager to make a positive impact within the organization.

Thank you for this opportunity. Please let me know if you need any further information from my end.

Sincerely,

[Your Name]