

# Job Offer Acceptance Confirmation

Dear [Hiring Manager's Name],

I am writing to formally confirm my acceptance of the job offer for the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your team and contribute to [specific goals or values of the company].

As discussed, I understand that my start date will be [Start Date], and I will report to [Supervisor's Name]. Please let me know if there are any documents or additional information needed prior to my start date.

Thank you once again for this opportunity. I look forward to being a part of [Company Name].

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]