

# Re-Employment Offer Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 re-employment offer for the position of [Job Title] at [Company's Name], as discussed during our recent communication.

I appreciate the opportunity to return to the organization and am excited to contribute once again to the team. I understand that my start date will be [Start Date], and I will ensure all necessary documentation is completed prior to this date.

Thank you for this opportunity. I look forward to rejoining [Company's Name] and contributing to its success.

Sincerely,

[Your Name]