

Job Offer Acceptance Letter

[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 accept the job offer for the position of [Job Title] at [Company's Name]. I am grateful for the opportunity to return and contribute once again to the team.

As discussed, I am looking forward to starting on [Start Date] and am excited to work on [any specific projects or tasks].

Please let me know if there are any documents or formalities you would like me to complete prior to my start date.

Thank you once again for this opportunity. I am eager to contribute to [Company's Name] and am looking forward to collaborating with the team.

Sincerely,

[Your Name]