

# Job Acceptance Acknowledgement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally acknowledge the acceptance of my job offer for the position of [Job Title] at [Company's Name], as discussed in our recent communication. I am excited to be joining your team and contribute to the ongoing success of the company.

As per our agreement, I will be starting on [Start Date], and I look forward to meeting everyone and beginning my new role.

Thank you once again for this opportunity. Please let me know if there is any further information you need from me prior to my start date.

Sincerely,

[Your Name]