

Job Role Acceptance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally confirm my acceptance of the [Job Title] position at [Company Name] as discussed in our recent correspondence. I am excited about the opportunity to join your team and contribute to [specific projects or goals related to the company].

As per our discussion, I understand that my starting date will be [Start Date] and my salary will be [Salary]. Please let me know if there is any paperwork or information you need from me prior to my start date.

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

Sincerely,

[Your Name]