

Employment Acceptance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[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 offer for the position of [Job Title] at [Company's Name], as discussed in our previous correspondence. I am excited about the opportunity to join your team and contribute to the fantastic work being done at [Company's Name].

I confirm that I will be starting on [Start Date] and understand that my starting salary will be [Salary] with the agreed-upon benefits package. Please let me know if there are any documents or information you need from me prior to my start date.

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

Sincerely,

[Your Name]