

Employment Acceptance Acknowledgment

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 acknowledge the offer of employment for the position of [Job Title] with [Company Name]. I am pleased to accept this offer, and I appreciate the opportunity to be part of such a reputable organization.

I confirm my start date as [Start Date] and look forward to contributing to the team. Thank you once again for this opportunity.

Sincerely,

[Your Name]