

# Interim Position Acceptance Confirmation

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 accept the interim position of [Job Title] at [Company's Name], as discussed in our recent conversation. I appreciate the opportunity and am excited to contribute to the team during this period.

I confirm my start date as [Start Date] and look forward to working with you and the rest of the team. Please let me know if there are any documents or further steps required prior to my start.

Thank you once again for this opportunity.

Sincerely,

[Your Name]