

Acceptance of Position

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am thrilled to accept the offer for the position of [Job Title] at [Company Name]. I sincerely appreciate the opportunity and am excited to join your team.

Thank you for the warm welcome and support during the interview process. I am eager to contribute to [specific project or aspect of the company] and bring my skills to [Company Name]. My start date, as discussed, will be [Start Date].

Please let me know if there are any forms or additional information you need from me before my start date. I am looking forward to making a positive impact and working alongside such talented individuals.

Thank you once again for this incredible opportunity!

Sincerely,
[Your Name]