

# Job Acceptance Confirmation

Date: [Insert Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of [Job Title] with [Company's Name]. I want to express my sincere gratitude for this opportunity and am excited to be a part of such a dynamic team.

I appreciate the confidence you've shown in me by offering this position, and I am eager to contribute to the success of the company starting on [Start Date].

Thank you once again for this amazing opportunity. I look forward to working with you and the team.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]