

Acceptance of Offer for Social Service Role

Dear [Recipient's Name],

I am thrilled to formally accept the offer for the [Job Title] position at [Company/Organization Name]. I am grateful for the opportunity and excited to contribute to the important work you're doing in the community.

As discussed, I understand my start date will be [Start Date]. Please let me know if there are any documents or information you need from me before then. I am also looking forward to the orientation on [Orientation Date].

Thank you once again for this opportunity. I am eager to begin this new chapter and to work alongside the team at [Company/Organization Name].

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]