

Job Application Acceptance Letter

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Email: [Applicant's Email]

Phone: [Applicant's 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 position of [Job Title] at [Company's Name] under the remote work setup offered to me. I am excited about the opportunity to contribute to the team and bring my skills to the company.

I understand that my start date will be on [Start Date], and I am prepared to complete any necessary onboarding procedures before then. Please let me know if there are any specific materials or documents you need from me before starting.

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

Sincerely,

[Your Name]