

# Job Application Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name]. I appreciate the opportunity and am excited to contribute to the team during my probation phase.

I understand that my probation period will last for [duration of probation], during which I will work diligently to meet the expectations set forth by the company.

Thank you once again for this opportunity. I look forward to starting on [Start Date] and being a part of [Company's Name].

Best regards,

[Your Name]