

Job Application Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 offer for the [Job Title] position at [Company's Name] for the trial period of [specify duration, e.g., three months]. I appreciate the opportunity and am excited to contribute to your team.

As discussed, my starting date will be [Insert Start Date]. I look forward to working and learning at [Company's Name] and am eager to demonstrate my skills and dedication during this trial period.

Thank you once again for this opportunity. Please let me know if there are any documents or further information needed prior to my start date.

Sincerely,

[Your Name]