

Job Application Affirmative Response

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you for the opportunity to join [Company Name] as a [Position Title]. I am excited to accept the offer and look forward to contributing to the team. I appreciate your confidence in my abilities and the detailed discussion we shared regarding my role.

I understand that my probation period will last for [X months], during which I will strive to meet the expectations set forth. I am eager to bring my skills and dedication to [Company Name] and work collaboratively with the team.

Please let me know if there are any additional documents or steps required before my start date on [Start Date].

Once again, thank you for this incredible opportunity. I am looking forward to being a part of [Company Name].

Sincerely,

[Your Name]