

Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company 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 Name], as discussed in our recent conversations. I am excited to join your team and contribute to the innovative work at [Company Name].

As per our discussion, I would like to confirm that my acceptance of this offer is contingent upon the provision of visa sponsorship. I appreciate your assistance in this matter and look forward to completing any necessary paperwork to facilitate the process.

Thank you once again for this wonderful opportunity. I am looking forward to starting on [Start Date] and being part of [Company Name].

Please feel free to reach out to me if you need any further information or documentation to assist with the visa process.

Sincerely,

[Your Name]