

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the temporary job offer for the position of [Job Title] at [Company's Name], which was offered to me on [Date of Offer]. I am excited about the opportunity to contribute to your team and am looking forward to the start date of [Start Date].

Thank you for this opportunity. If there are any documents or further information you need from me before my start date, please let me know.

Sincerely,

[Your Name]