

Placement Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 job offer for the position of [Job Title] at [Company's Name]. I am thrilled to join your team and contribute to [specific aspect of the company or team].

I confirm my acceptance of the offer as discussed, with a start date of [Start Date]. I appreciate the details provided regarding my salary, benefits, and the onboarding process.

Thank you once again for this opportunity. I look forward to working with you and the team.

Best regards,

[Your Name]