

# Contract Acceptance and Position Confirmation

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 offer for the position of [Job Title] at [Company's Name] as outlined in the contract received on [Date of Offer]. I am excited to join the team and contribute to [specific goals or projects related to the job].

I confirm my understanding of the terms of employment as stated in the contract, including [mention any important terms such as salary, starting date, benefits, etc.]. I am looking forward to starting my role on [Starting Date].

Thank you for this opportunity. Please let me know if you need any further information from my side before my start date.

Sincerely,

[Your Name]