

Role Acceptance Notification

Dear [Recipient's Name],

I am pleased to formally accept the offer for the [Job Title] position at [Company Name]. I would like to express my gratitude for this opportunity and my enthusiasm to join your team.

As discussed, I will be starting on [Start Date]. Please let me know if there are any forms or documentation you need me to complete prior to my start date.

Thank you once again for this amazing opportunity. I look forward to contributing to the success of [Company Name].

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]