

# Confirmation of Offer Acceptance

Dear [Candidate's Name],

We are pleased to inform you that we have received your acceptance of the job offer for the position of [Job Title] at [Company Name]. We are excited to welcome you to our team!

Your start date is scheduled for [Start Date]. Please find attached any documentation that you will need to complete before your first day.

If you have any questions or need further assistance, feel free to reach out to me directly.

Welcome aboard!

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]