

Job Offer Confirmation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally confirm my acceptance of the job offer for the position of [Job Title] at [Company Name]. I am thrilled about the opportunity to join your team and contribute to the exciting projects ahead.

As discussed, my starting date will be [Start Date], and I am looking forward to working closely with you and the rest of the team. Please let me know if there are any documents or further information you need from my side prior to my start date.

Thank you once again for this wonderful opportunity. I am eager to get started!

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]