

Acceptance of Employment Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 of employment for the position of [Job Title] at [Company's Name] as discussed in your letter dated [Offer Date]. I appreciate the opportunity and am excited to join your team.

I confirm my start date as [Start Date] and agree to the terms and conditions outlined in the offer letter. Thank you for this opportunity.

Looking forward to contributing to the success of [Company's Name].

Sincerely,

[Your Name]