

Job Offer Acceptance Confirmation

Date: [Insert Date]

To:

[Employer's Name]
[Company's Name]
[Company's Address]

Dear [Employer's Name],

I am writing to formally confirm my acceptance of the job offer for the position of [Job Title] at [Company's Name]. I am grateful for the opportunity and excited to be part of such an innovative team.

As discussed, I understand that my starting salary will be [Salary Amount] with an expected start date of [Start Date]. Please let me know if there are any documents or information you need from me prior to that date.

Thank you once again for this opportunity. I look forward to contributing to the team and working together.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]