

Job Offer Acceptance

Date: [Insert Date]

Hiring Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your team and contribute to the company's success.

I confirm my start date as [Start Date], and I look forward to the onboarding process. Please let me know if there are any documents or information you need from me prior to my start date.

Thank you once again for this opportunity. I am looking forward to working with you and the team.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]