

Job Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 for the position of [Job Title] at [Company's Name] that was extended to me on [Date of Offer]. I am excited about the opportunity to contribute to your team and am looking forward to starting on [Start Date].

As we discussed, I would like to request assistance with my relocation to [City/State] as part of the acceptance of this position. The support with this transition would greatly help me in ensuring a smooth move and focusing on my new responsibilities from day one.

Thank you once again for this wonderful opportunity. Please let me know if there are any further steps I should take regarding my relocation request or any other preparations before my start date.

Sincerely,

[Your Name]