

Job Acceptance Letter

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 job offer for the position of [Job Title] at [Company's Name]. I am grateful for the opportunity and excited to become a part of your team.

As discussed, I will be relocating to [New Location]. I plan to move by [Relocation Date] and am eager to start my new role on [Start Date]. Please let me know if there are any resources or assistance that the company offers to facilitate my relocation.

Thank you once again for this incredible opportunity. I look forward to contributing to the success of [Company's Name].

Sincerely,

[Your Name]