

# Letter of Acknowledgment for Employment Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally acknowledge the receipt of the employment offer for the position of [Job Title] at [Company's Name], which was extended to me on [Date of Offer]. I am grateful for the opportunity and I would like to express my sincere appreciation.

After careful consideration, I am pleased to accept the offer and confirm my start date as [Start Date]. I am excited about the opportunity to contribute to your team and look forward to working together.

Thank you once again for this opportunity. If there are any documents or further information you require from me before my start date, please do not hesitate to reach out.

Sincerely,

[Your Name]