

Job Offer Confirmation

Date: [Insert Date]

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

To: [Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally confirm the receipt of the job offer for the position of [Job Title] at [Company Name]. I appreciate the opportunity and am excited about the prospect of joining your team.

I look forward to discussing the next steps in the hiring process.

Thank you once again for this opportunity.

Sincerely,
[Your Name]