

John Doe

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City, State, ZIP

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Date: October 5, 2023

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP]

Dear [Employer's Name],

I am writing to formally accept the offer for the part-time position of [Job Title] at [Company's Name]. I appreciate this opportunity and am excited to join your team.

I confirm my start date as [Start Date] and accept the terms of employment including the hourly pay rate of [Hourly Rate] and the expected working hours of [Working Hours].

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

Sincerely,

John Doe