

# Job Acceptance Confirmation

Date: [Insert Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally confirm my acceptance of the [Job Title] position at [Company's Name] as offered on [Offer Date]. I am excited about the opportunity to join your team and contribute to [specific goals or projects].

I understand that my start date is scheduled for [Start Date] and I will be reporting to [Supervisor's Name]. Please let me know if there are any documents or forms that I need to complete prior to my start date.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team at [Company's Name].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]