

# Employment Offer Acceptance Confirmation

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 confirm my acceptance of the offer for the position of [Job Title] at [Company's Name] as outlined in the offer letter dated [Date of Offer Letter].

I am excited to join the team and contribute to [Company's Name]. I appreciate this opportunity and look forward to starting on [Start Date].

Thank you once again for this opportunity. Please let me know if there are any documents or further information you need from me before my start date.

Sincerely,

[Your Name]