

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Job Acceptance Confirmation

Dear [Employer's Name],

I am writing to formally confirm my acceptance of the job offer for the position of [Job Title] at [Company's Name]. I appreciate the opportunity and am excited to contribute to your team.

I understand that my start date will be [Start Date] and I look forward to joining the organization and starting my new role. Please let me know if there are any documents or information you need from me prior to that time.

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

Sincerely,

[Your Name]