

Candidate Acceptance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer of the [Job Title] position at [Company's Name] as discussed. I am excited about the opportunity and look forward to contributing to the team.

As per our conversation, I understand that my starting date will be [Start Date], and I will be reporting to [Supervisor/Manager's Name].

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

Sincerely,

[Your Name]