

Job Offer Acceptance Confirmation

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to confirm your acceptance of the job offer for the position of [Position Title] at [Company Name]. We are excited to have you join our team and believe you will make a valuable contribution to our organization.

Your start date is scheduled for [Start Date]. As discussed, your starting salary will be [Salary] with [mention any benefits]. Please do not hesitate to reach out if you have any questions or need further details before your start date.

Once again, welcome to [Company Name]! We look forward to working with you.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]