

# Job 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 [Job Title] position at [Company's Name] as outlined in the offer letter dated [Date of Offer Letter]. I am excited about the opportunity to join your team and contribute to the success of the company.

As discussed, I will be starting on [Start Date] and I am looking forward to working with you and the rest of the team.

Thank you once again for this opportunity. Please let me know if you need any further information or documentation from my side.

Sincerely,

[Your Name]