

Job Offer Acceptance

Date: [Insert Date]

[Employer's Name]

[Company Name]

[Company Address]

Dear [Employer's Name],

I am writing to formally accept the offer for the position of [Job Title] with [Company Name] as discussed in your offer letter dated [Insert Offer Date]. I am excited to join your team and contribute to the company remotely.

As per the terms outlined, I confirm my start date will be [Insert Start Date] and I agree to the salary and benefits package provided in the offer.

Thank you for this opportunity. I look forward to working with you and the rest of the team. Please let me know if there are any further steps I need to complete before my start date.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]