Acceptance of Virtual Position

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the position of [Job Title] with [Company's Name] as discussed in our recent communication. I am excited about the opportunity to join your team and contribute to [Briefly mention project or company goal].

As per our agreement, I understand that my start date will be [Start Date] and my salary will be [Salary/Compensation Details].

Thank you for this incredible opportunity. I look forward to working alongside you and the team.

Best regards,

[Your Name]