

Job Offer Confirmation Response

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you for offering me the position of [Job Title] at [Company Name]. I am writing to formally confirm my acceptance of the verbal job offer extended to me on [Date of Verbal Offer]. I appreciate the opportunity and am excited to join your team.

As discussed, my starting salary will be [Salary Amount], and my start date is scheduled for [Start Date]. Please let me know if there are any documents or further information you need from me prior to my start.

Thank you once again for this great opportunity. I look forward to contributing to the success of [Company Name].

Sincerely,

[Your Name]