

# Job Offer Confirmation

Date: [Insert Date]

[Your Name]

[Your Address][City, State, Zip Code]

[Email Address][Phone Number]

Dear [Recipient's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name]. I appreciate the opportunity to join such a dynamic team and share my expertise in [Specialized Skill].

As discussed, my starting salary will be [Salary Amount], and my anticipated start date is [Start Date]. I am looking forward to contributing to [Company Name] and am excited about the projects ahead.

Thank you once again for this opportunity. Please let me know if there is any paperwork or other information you need me to complete prior to my start date.

Sincerely,

[Your Name]