

# Job Acceptance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

**Dear [Recipient Name],**

I am writing to formally confirm my acceptance of the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your team and contribute to the company's success.

As discussed, my start date will be [Start Date], and I look forward to meeting everyone and beginning this new journey. Please let me know if there are any documents or additional information needed prior to my start date.

Thank you once again for this incredible opportunity. I am eager to get started and contribute to the strategic goals of [Company Name].

Sincerely,

[Your Name]