

# Job Offer Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally confirm my acceptance of the job offer for the position of [Job Title] with [Organization Name] as discussed in our recent communication.

I am excited about the opportunity to contribute to [Organization Name] and am looking forward to starting on [Start Date]. Please let me know if there are any further steps I need to complete before my start date.

Thank you once again for this opportunity.

Sincerely,

[Your Name]