

Letter of Acceptance for Legal Secretary Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 offer for the Legal Secretary position at [Company's Name] as discussed. I am grateful for the opportunity and excited to contribute to your team.

I confirm my start date as [Insert Start Date] and I am looking forward to the orientation and getting to know the team.

Thank you once again for this opportunity.

Sincerely,

[Your Name]