

# Acceptance of Editorial Assistant Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of Editorial Assistant at [Company's Name]. I am excited about the opportunity to contribute to your team and look forward to starting on [Start Date].

Thank you for this incredible opportunity. I am eager to bring my skills to [Company's Name] and contribute positively to your editorial projects.

Please let me know if there are any documents or additional information you need from me prior to my start date.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]