

# Acceptance Letter

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally accept the [specific position, offer, invitation, etc.] extended to me by [Company/Organization Name]. I am grateful for the opportunity and I am excited to contribute to your team.

Additionally, I would like to request a meeting to discuss the details of my start date and any preliminary tasks that I should focus on. Please let me know your availability for the week of [insert dates] so that we may schedule a convenient time.

Thank you once again for this opportunity. I look forward to your reply.

Sincerely,

[Your Name]

[Your Contact Information]