

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally acknowledge receipt of your job offer for the position of [Job Title] at [Company's Name], which I received on [Date of Offer]. I am pleased to accept this offer and confirm my start date as [Start Date].

I appreciate the opportunity and am excited to contribute to [Company's Name]. Thank you for your support and guidance throughout the hiring process.

Once again, thank you for this opportunity. I look forward to joining your team.

Sincerely,

[Your Name]