

# Agreement to New Position

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 position of [New Position Title] with [Company's Name]. I am eager to join your team and contribute to the continued success of the company.

As discussed, my starting salary will be [Salary Amount], with an anticipated start date of [Start Date]. I understand that my working hours will be [Working Hours] and that I will be reporting to [Supervisor's Name].

Please let me know if there are any documents or further information required prior to my start date.

Thank you for this opportunity. I look forward to contributing to the team!

Sincerely,

[Your Name]