

Letter of Acknowledgment

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 acknowledge the offer of employment for the part-time position of [Position Title] at [Company's Name]. I am grateful for the opportunity to join your team and contribute to [Company's specific goals or projects].

I have reviewed the terms and conditions outlined in the offer letter and I am happy to accept the position. Please let me know if there are any further documents or information needed from my side before my start date on [Start Date].

Thank you once again for this incredible opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,

[Your Name]