

# Job Offer Acceptance Letter

[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 accept the offer for the part-time remote position of [Job Title] at [Company's Name]. I am excited about the opportunity to contribute to your team and am looking forward to starting on [Start Date].

As we discussed, I will be working [Specify Hours or Schedule] and my agreed-upon hourly rate will be [Salary/Rate]. I appreciate the flexibility of this role and am eager to get started.

Thank you once again for this opportunity. Please let me know if you need any additional information or documentation from my side before my start date.

Sincerely,  
[Your Name]