

Acceptance of Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Hiring Manager's Name

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name] as a temporary contract employee. I appreciate the opportunity and am excited to contribute to the team.

As discussed, my start date will be [Start Date], and I understand that the contract will be for a duration of [Specify Duration]. I look forward to working with you and the team to achieve our goals.

Thank you once again for this opportunity.

Sincerely,

[Your Name]