

# Confirmation of Unconditional Job Offer

[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]

## **Subject: Confirmation of Job Offer**

Dear [Employer's Name],

I am writing to formally confirm my acceptance of the unconditional job offer for the position of [Job Title] at [Company's Name]. I am excited to join your team and contribute to the success of the organization.

As discussed, I understand that my start date will be [Start Date], and my salary will be [Salary Amount].

Thank you for this opportunity. I look forward to starting my new role and working closely with the team.

Sincerely,

[Your Name]