

# Response to Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your team and contribute to [specific aspects of the company or its projects].

After careful consideration, I would like to formally accept the offer. I appreciate the trust you have shown in me and I am looking forward to working with you and the rest of the team.

As discussed, I confirm my start date as [Insert Start Date]. Please let me know if there are any documents you would need me to complete before then.

Thank you once again for this opportunity. I am looking forward to joining [Company Name] and contributing to its success.

Sincerely,

[Your Name]