

# Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the part-time job offer for the position of [Job Title] at [Company's Name]. I appreciate the opportunity and am excited to join your team.

I understand my start date will be [Start Date] and my hourly wage will be [Hourly Wage]. Please let me know if there are any documents or information you need from me prior to my start date.

Thank you once again for this opportunity. I look forward to contributing to [Company's Name] and becoming a valuable member of your team.

Sincerely,

[Your Name]