

[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 job offer for the position of [Job Title] at [Company's Name]. I am thrilled to join your team and am eager to contribute to the company's success.

As per our discussion, I am willing to start earlier than the proposed start date of [Original Start Date]. I am available to begin on [New Start Date]. Please let me know if this arrangement works for you.

Thank you once again for this incredible opportunity. I look forward to working closely with you and the rest of the team.

Sincerely,

[Your Name]