

Follow-Up on Job Offer Confirmation

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to follow up regarding the job offer for the [Job Title] position at [Company Name], which we discussed on [Date of Offer]. I wanted to confirm my acceptance and discuss the next steps for my joining date.

As per our conversation, I understand that my start date is scheduled for [Proposed Start Date]. If there are any forms or additional information you need from me prior to that, please let me know.

Thank you for this opportunity. I am looking forward to contributing to the team at [Company Name].

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]