

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the acceptance of the supplementary job offer for the position of [Job Title] at [Company Name]. I appreciate the opportunity and am excited to contribute to the team.

As discussed, my start date will be [Start Date], and I am looking forward to working alongside everyone at [Company Name]. Please let me know if there are any forms or additional information you need from my side before I begin.

Thank you once again for this opportunity. I look forward to our upcoming collaboration.

Sincerely,

[Your Name]