

Letter of Acceptance for Temporary Job Offer

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 temporary position of Administrative Support at [Company's Name], as offered in your letter dated [Date of Offer]. I am excited about the opportunity to contribute to the team and assist with the administrative tasks from [start date] to [end date].

Thank you for this opportunity. I look forward to joining the team and contributing to the success of [Company's Name].

Sincerely,

[Your Name]