

[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 temporary offer for the Customer Service role at [Company's Name] that was extended to me on [Date of Offer]. I am excited about the opportunity to join your team and contribute to providing excellent service to your customers.

I understand that my temporary employment will begin on [Start Date] and will last until [End Date], with the working hours as discussed. I appreciate the detailed information provided regarding the role's responsibilities and compensation.

Thank you once again for this opportunity. I look forward to working with the team and contributing positively to [Company's Name].

Sincerely,

[Your Name]