

[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]

Subject: Acceptance of Temporary Job Offer

Dear [Employer's Name],

I am writing to formally accept the temporary freelance position of [Job Title] at [Company's Name] as offered in your email dated [Date of Offer]. I appreciate the opportunity and am excited to contribute to your team.

As discussed, I will be working from [Start Date] to [End Date] and will be compensated at a rate of [Compensation Details]. I am ready to begin work and look forward to collaborating with you and the rest of the team.

Thank you once again for this opportunity. Please let me know if there are any documents or additional information you require before I start.

Sincerely,

[Your Name]