

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the temporary part-time position of [Job Title] at [Company Name], as outlined in your offer letter dated [Date of Offer Letter]. I appreciate the opportunity and am excited to join your team.

As discussed, I confirm my acceptance of the terms and conditions of employment, including the hourly rate of [agreed hourly rate], and my start date of [Start Date].

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

Best regards,

[Your Name]