

Acceptance of 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 hope this message finds you well. I am writing to formally accept the temporary job offer for the position of [Job Title] with [Company's Name], as discussed in our recent conversations.

I appreciate the opportunity to work remotely and am looking forward to contributing to the team from [Start Date] to [End Date]. I am excited to collaborate with everyone and bring my skills to [specific project or task mentioned in the offer].

Thank you once again for this opportunity. Please let me know if there are any documents or additional information you need from me before my start date.

Sincerely,

[Your Name]