

Consulting Role Acceptance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the consulting role at [Company's Name] as discussed on [date of discussion]. I am excited about the opportunity to contribute to your team and work on [specific project or goal].

As per our discussion, I understand that my start date will be [insert start date] and that the terms of my engagement will include [briefly outline key terms if necessary].

Thank you once again for this opportunity. I look forward to working together and am eager to bring my skills to [Company's Name].

Sincerely,

[Your Name]