

Consulting Position Acceptance

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email] [Your Phone Number]

[Recipient's Name]

[Recipient's Title] [Company's Name] [Company's Address] [City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to formally accept the consulting position with [Company's Name]. I am excited about the opportunity to contribute my skills and expertise to [specific project or department].

As discussed, I will be available to start on [start date] and look forward to collaborating with the team. Please let me know if there are any further steps I should complete prior to my start date.

Thank you once again for this opportunity. I am looking forward to working together.

Sincerely,

[Your Name]