

Acceptance of Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the position of [Job Title] with [Company Name]. I am excited about the opportunity and look forward to contributing to the team.

As per our discussion, I confirm that my start date will be [Start Date]. Please let me know if there are any documents or information you require prior to that date.

Thank you once again for this opportunity. I look forward to joining [Company Name] and contributing to our collective success.

Sincerely,

[Your Name]