

# Acceptance of Job Offer

[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 job offer for the position of [Job Title] with [Company Name], as discussed. I appreciate the opportunity and am excited to join your team.

Before proceeding, I would like to clarify a few details regarding the relocation process and any support that might be provided by the company, such as housing assistance and moving expenses. Furthermore, I would appreciate confirmation of the start date and any necessary documentation required prior to my arrival.

Thank you once again for this incredible opportunity. I look forward to contributing to [Company Name] and starting this new journey.

Best regards,

[Your Name]