

Acceptance Letter for Team Leader Role

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the Team Leader position at [Company's Name] that was extended to me on [Date of Offer]. I am excited about the opportunity to join your team and contribute to our shared goals.

As discussed, my starting date will be [Start Date], and I agree to the terms and conditions outlined in the offer letter. I am particularly looking forward to [mention any specific expectations or projects you are eager to start].

Thank you once again for this incredible opportunity. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]