

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the acceptance of the renewed offer for the position of [Job Title] at [Company Name]. I appreciate the opportunity to continue my journey with your esteemed organization.

As discussed, my start date will be [Start Date], and I look forward to contributing positively to the team and achieving our shared goals.

Thank you once again for this opportunity. If there are any further discussions or documents needed before my start date, please let me know.

Sincerely,

[Your Name]