

Appointment Acceptance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the appointment for the position of [Job Title] with [Company/Organization Name]. I appreciate the opportunity and am looking forward to contributing to the team.

As discussed, I will begin my role on [Start Date]. Please let me know if there are any documents or details you need me to provide prior to my start date.

Thank you once again for this opportunity.

Sincerely,

[Your Name]