

# Acceptance of Production Role

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the production role at [Company's Name] as discussed during our recent conversation. I am excited about the opportunity to contribute to your team and to work on innovative projects that inspire and engage.

As per our agreement, I understand that my starting salary will be [Salary Amount] with benefits commencing on [Date]. I confirm my start date as [Start Date], and I am eager to begin this new chapter in my career.

Thank you once again for this incredible opportunity. I look forward to collaborating with the talented team at [Company's Name]. Please let me know if there are any documents or further information you need from my side before my start date.

Sincerely,

[Your Name]