

Acceptance of Production Role

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the Project Coordinator role in the production department at [Company Name]. I am excited about the opportunity to contribute my skills and experience to your team.

As discussed, my start date will be [Insert Start Date], and I look forward to engaging with the team and getting started on our projects.

Thank you for this wonderful opportunity. Please let me know if you need any further information or documentation prior to my start date.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]