

Acceptance of Production Role

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the Production Role at [Company's Name] as discussed on [Date of Discussion]. I am excited about the opportunity to contribute to your team and take on the responsibilities outlined during our conversation.

As agreed, my start date will be [Start Date] and I will be compensated at [Agreed Salary/Hourly Rate]. I appreciate the comprehensive benefits package and other details as we discussed.

Please let me know if there are any further formalities I need to complete before my start date. I look forward to joining the team and contributing to the exciting projects at [Company's Name].

Thank you once again for this opportunity.

Sincerely,

[Your Name]