

Job Offer Acceptance

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Employer's Name],

I am writing to formally accept the part-time architecture position at [Company's Name] as discussed in your offer letter dated [Offer Letter Date]. I am excited about the opportunity to contribute to your team and to work on [specific projects or elements mentioned in the offer].

As per our discussion, I understand that I will be working [insert details about working hours, rates, etc.]. I am looking forward to starting on [start date].

Thank you once again for this opportunity. I am eager to be a part of [Company's Name] and contribute to our shared vision.

Sincerely,

[Your Name]