

Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am thrilled to formally accept the offer for the position of [Job Title] at [Company's Name], as discussed. I appreciate the opportunity and am excited to contribute to the team and the innovative projects at your firm.

As we discussed, I understand that my start date will be [Start Date]. I am currently in the process of finalizing my relocation to [New City/State] and anticipate completing this transition before my start date. Please let me know if there are any recommended resources or assistance that [Company's Name] can provide during this process.

Thank you once again for this incredible opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,

[Your Name]