

# Letter of Acceptance

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I appreciate the opportunity and am excited to contribute to your team.

As we discussed, my acceptance is contingent upon the provision of relocation assistance to help facilitate my move to [New Location]. I believe this support will greatly assist in my transition and enable me to focus on my new role effectively.

Please confirm the details regarding the relocation assistance so we can move forward smoothly.

Thank you once again for this opportunity. I look forward to joining [Company Name] and contributing to our mutual success.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]