

Position Offer Acceptance

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally accept the offer for the Bilingual Customer Service Representative position at [Company Name], as discussed in our recent conversation.

I am thrilled about the opportunity to join your team and contribute to providing exceptional service to our customers. I am confident that my bilingual skills and experience in customer service will be an asset to [Company Name].

As we discussed, I understand that my starting date will be [Start Date], and my salary will be [Salary]. I look forward to meeting the team and beginning my journey with [Company Name].

Thank you once again for this incredible opportunity. Please let me know if you need any further information from my side before my start date.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]