

# Acceptance Notice

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 writing to formally accept the offer for the position of Journalist at [Company's Name], as discussed in our recent conversation. I am excited about the opportunity to contribute to your team and share compelling stories that matter.

I confirm my start date as [Insert Start Date] and am looking forward to the onboarding process. Please let me know if you require any further information or documentation prior to my start date.

Thank you once again for this opportunity. I am eager to work with you and the team at [Company's Name].

Sincerely,

[Your Name]