

Confirmation of Acceptance for Journalist Role

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally confirm my acceptance of the journalist role at [Company/Organization Name], as discussed in our recent conversations. I am excited about the opportunity to contribute to your team and engage with [specific content, audience, or focus area].

As per our discussion, I understand that my start date will be [Insert Start Date] and that my salary will be [Insert Salary/Compensation Details]. Please let me know if there are any documents or further information you require from my side before my start date.

Thank you once again for this incredible opportunity. I look forward to contributing to [Company/Organization Name] and am eager to begin this new chapter in my career.

Sincerely,

[Your Name]