

Acceptance of Probationary Offer

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 probationary offer for the position of [Job Title] at [Company's Name] as discussed on [Date of Offer]. I am excited about the opportunity to contribute to your team and to develop my skills during this probationary period.

As per the details of the offer, I understand that my probation will last for [duration] and I will start on [Start Date]. I am looking forward to working with everyone at [Company's Name] and am committed to delivering my best effort.

Thank you once again for this opportunity. Please let me know if you require any further information or documentation from my side prior to my start date.

Best regards,

[Your Name]