

# Confirmation of Probationary Offer Acceptance

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 confirm my acceptance of the probationary offer for the position of [Job Title] at [Company's Name], as discussed in our recent communication.

I am excited about this opportunity and look forward to contributing to the team. I understand that my probationary period will commence on [Start Date] and will continue for [Duration].

Please let me know if there are any additional documents or steps needed before my start date.

Thank you for this opportunity. I am looking forward to joining [Company's Name].

Sincerely,

[Your Name]