

Acceptance of Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the position of [Job Title] with [Company Name] that was extended to me on [Date of Offer]. I am excited about the opportunity to contribute to your team and support the health care goals of your organization.

I appreciate the details provided regarding compensation, benefits, and the terms of employment. I hereby confirm that I will start on [Start Date] as discussed.

Thank you once again for this opportunity. I look forward to working closely with you and the entire team at [Company Name].

Sincerely,

[Your Name]