

Letter of Intent to Accept Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company/Organization Name] that was extended to me on [Date of Offer]. I am excited about the opportunity to join your team and contribute to the excellent care and services you provide.

I would like to confirm my start date as [Start Date]. Additionally, I have reviewed the terms outlined in the offer letter and agree to the conditions stated.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team at [Company/Organization Name].

Sincerely,

[Your Name]