

# Acceptance of Employment Offer

Dear [Hiring Manager's Name],

I am writing to formally accept the employment offer for the position of [Job Title] at [Company Name]. I am excited about the opportunity to contribute to your team.

As discussed, I am planning to relocate to [Location] by [Relocation Date]. I believe this move will allow me to fully embrace my role and integrate into the company culture. Please let me know if there are any resources or assistance available to facilitate this transition.

Thank you once again for this opportunity. I look forward to starting on [Start Date] and becoming a part of [Company Name].

Sincerely,

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]