

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Job Acceptance Confirmation Letter

Dear [Recipient Name],

I am writing to formally confirm my acceptance of the [Job Title] position at [Company Name], as offered in your letter dated [Offer Date]. I am grateful for this opportunity and look forward to joining your team.

As discussed, my starting date will be [Start Date]. I understand and accept the terms and conditions of employment as outlined in the offer letter.

Thank you once again for this opportunity. I am eager to contribute to [Company Name] and work alongside the team.

Sincerely,

[Your Name]