

Job Acceptance Confirmation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally confirm my acceptance of the offer for the position of [Job Title] at [Company Name], as outlined in your offer letter dated [Offer Date].

I appreciate the opportunity and look forward to joining your team on [Start Date]. I am excited to contribute my skills and experience to [Company Name] and work with such a talented group of professionals.

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

Thank you once again for this opportunity.

Sincerely,

[Your Name]