

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]