

# Offer Acceptance Letter

Date: \_\_\_\_\_

To:

\_\_\_\_\_

[Employer/Manager Name]

\_\_\_\_\_

[Company Name]

\_\_\_\_\_

[Company Address]

Dear \_\_\_\_\_ ,

I am pleased to formally accept your offer for the position of \_\_\_\_\_ at \_\_\_\_\_. Thank you for this opportunity. I look forward to joining your team and contributing to the ongoing success of the organization.

As discussed, my anticipated start date is \_\_\_\_\_. I confirm my understanding of the employment terms as outlined in the offer letter.

Please let me know if any further information or documentation is required prior to my start date.

Thank you once again for this opportunity.

Yours sincerely,

\_\_\_\_\_

[Your Name]