

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]