

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

[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State ZIP Code]

Subject: Job Acceptance Confirmation

Dear [Recipient's 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 appreciate this opportunity and look forward to joining your team on [Start Date].

Please let me know if there are any forms, documents, or further information required prior to my start date.

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

Sincerely,

[Your Name]