

June 26, 2024

Dear [Hiring Manager's Name],

I am pleased to confirm my acceptance of the job offer for the position of [Job Title] at [Company Name]. Thank you for this opportunity. I look forward to joining the team on [Start Date] as agreed.

Please let me know if there are any forms or additional information needed prior to my start date.

Thank you again for this opportunity.

Sincerely,
[Your Name]