

Formal Job Acceptance Letter

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

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

Dear [Employer's Name],

I am writing to formally accept the offer for the [Job Title] position at [Company Name]. I am grateful for the opportunity and excited about the prospect of contributing to the success of [Company Name].

I accept the terms and conditions outlined in the offer letter dated [Offer Date]. I am eager to begin my employment on [Start Date], as specified. I understand the responsibilities associated with the [Job Title] role and am confident that my skills and experiences align well with the requirements of the position.

I appreciate the confidence you and the hiring team have shown in my abilities. I am committed to putting forth my best efforts to contribute to the growth and success of [Company Name].

Please let me know if there are any additional documents or formalities I need to complete before my start date. I am looking forward to becoming a part of the [Department/Team] and working collaboratively with my new colleagues.

Thank you once again for this opportunity. I am excited about the challenges and opportunities that lie ahead and am eager to make meaningful contributions to the [Company Name] team.

Yours sincerely,

[Your Full Name]

[Your Handwritten Signature if sending a hard copy]