

Acceptance Letter with Thanks for Job Opportunity (Sample for Fresh Graduate)

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I would like to express my sincere gratitude for this tremendous opportunity to begin my professional journey with such an esteemed organization.

As a recent graduate from [Your University/College], I am excited to apply the knowledge and skills I have acquired in a real-world setting and look forward to contributing positively to your team. Thank you for the trust and confidence you have placed in me. I am enthusiastic about becoming a part of [Company Name] and am eager to learn and grow under your guidance.

Please let me know if there are any documents or additional details you require from me prior to my start date on [Start Date]. I look forward to joining the team and contributing to the success of [Company Name].

Thank you once again for this wonderful opportunity. I am truly grateful and excited to begin this new chapter.

Sincerely,
[Your Name]