

Date: [Insert Date]

To,
[Candidate's Name]
[Candidate's Address Line 1]
[Candidate's Address Line 2]
[City, State, ZIP Code]

Subject: Official Acceptance of Employment Offer

Dear [Candidate's Name],

We are pleased to officially confirm your acceptance for the position of **[Job Title]** at **[Company/Organization Name]**. After thoroughly reviewing your qualifications and interview, we are confident you will be a valuable addition to our team.

Please note the following details regarding your employment commencement:

- **Joining Date:** [Insert Joining Date]
- **Reporting Time:** [Insert Reporting Time]
- **Reporting Location:** [Insert Office Address or Department]
- **Contact Person on Arrival:** [Name and Designation]

We kindly request you to bring along your original documents and the copies as previously discussed, for verification purposes on your first day. If you have any questions or require further information, feel free to contact us at [Contact Email/Phone Number].

Welcome to the team! We look forward to your positive contributions and wish you great success at **[Company/Organization Name]**.

Sincerely,

[Authorized Signatory Name]
[Designation]
[Company/Organization Name]
[Contact Details]