

[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 of employment for the position of [Job Title] at [Company Name], as outlined in your offer letter dated [Offer Letter Date]. I would like to express my sincere gratitude for this opportunity and for the confidence you have placed in me.

I acknowledge and accept the terms and conditions of the probationary period of [Duration of Probation, e.g., six months] as specified. I understand that during this time, my performance and suitability for the role will be evaluated, and all responsibilities and expectations outlined in the employment contract will apply.

I am fully committed to meeting and exceeding the standards set by [Company Name]. I look forward to contributing positively to the team and to the company's ongoing success. I am eager to demonstrate my abilities and am hopeful that, upon successful completion of the probation period, I will become a permanent member of your esteemed organization.

Please let me know if there are any documents or further information required from my side before my start date. I am keen to begin this new chapter and am available for any onboarding processes as needed.

Thank you once again for this opportunity.

Sincerely,

[Your Name]