

Formal Job Offer Acceptance Letter with Joining Date

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

[Recipient's Name]
[Recipient's Position]
[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 offering me this opportunity and for the confidence you have placed in me.

I am pleased to confirm my acceptance of the terms of employment, including the salary of [Salary Amount], benefits, and other conditions as outlined in the offer letter. I assure you of my commitment to contributing positively to the team and the organization.

As discussed, I will be able to commence work on [Joining Date]. Please let me know if there are any documents or further steps required from my end prior to my start date.

Thank you once again for this opportunity. I look forward to joining the team and working towards the goals of [Company Name].

Sincerely,
[Your Name]