

## Acceptance Letter with Joining Date Confirmation Email Template

Below is a sample template you can use when writing an acceptance letter with joining date confirmation:

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Subject: Acceptance of Job Offer and Joining Date Confirmation - [Your Name]

Dear [Hiring Manager's Name],

I would like to express my sincere gratitude for offering me the position of **[Job Title]** at **[Company Name]**. I am pleased to formally accept the offer and am excited to join your team.

As discussed, I confirm my joining date as **[Joining Date]**. Please let me know if there are any forms, documents, or further information required from my end prior to my start date.

Thank you once again for this opportunity. I look forward to contributing to **[Company Name]** and am eager to start working with the team.

Kind regards,

[Your Name]

[Your Phone Number]

[Your Email Address]

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### Key Points to Include:

- Express appreciation for the job offer.
- Clearly state acceptance of the position.
- Confirm the agreed-upon joining date.
- Mention any next steps, such as documentation or onboarding procedures.
- Maintain a professional and positive tone.