

Job Acceptance Letter with Gratitude Note Template

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the position of [**Job Title**] at [**Company Name**]. I would like to express my sincere gratitude for offering me this opportunity, and for the trust you have shown in my abilities.

I am very excited to become part of your team, and I look forward to contributing to the success of [**Company Name**]. Thank you once again for this wonderful opportunity. Please let me know if there are any forms, documents, or procedures I should complete prior to my start date on [**Start Date**].

I appreciate your confidence in me, and I am eager to begin this new chapter with your organization.

Sincerely,

[Your Name]