

Formal Job Acceptance Letter Example

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

[Recipient Name]
[Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

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

I am excited to join your team and contribute to the company's continued success. I appreciate the time and consideration you and your team have extended throughout the recruitment process, and I am committed to bringing my skills and dedication to my new role.

As discussed, I will be starting on [Start Date]. Please let me know if there are any documents or further information you require from me prior to my start date.

Thank you once again for this wonderful opportunity. I look forward to working with you and the entire team at **[Company Name]**.

Sincerely,
[Your Name]