

Acceptance Letter with Agreed Joining Date

Below is a template you can use to write a professional acceptance letter confirming your joining date:

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[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 this opportunity and for the confidence you have shown in me. I am excited to be joining your team and contributing to the continued success of the company.

As discussed, I confirm my acceptance of the offer and am pleased to confirm my agreed joining date as **[Agreed Joining Date]**. Please let me know if there are any documents or additional information you need from me prior to my start date.

Thank you once again for this great opportunity. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]

Customize the details in brackets as appropriate, and ensure the tone remains polite and professional throughout your letter.