

Offer Acceptance Letter for Employment with Remote Work Condition

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name] as outlined in your offer letter dated [Offer Letter Date]. I am enthusiastic about joining your team and contributing to the success of [Company Name].

I greatly appreciate the opportunity to work remotely and agree to the remote work condition as part of my employment. As discussed, my regular working hours will be from [Start Time] to [End Time], [Days of the Week]. I will ensure my availability via [preferred communication platforms, e.g., email, Slack, Zoom, etc.] during these hours and will promptly respond to all work-related communications.

I understand and acknowledge the expectations regarding productivity, attendance, and performance while working remotely. Additionally, I am grateful for the provision of necessary equipment, including [list applicable equipment, e.g., laptop, monitor, software access], as discussed in the offer.

Thank you once again for this wonderful opportunity. I look forward to starting on [Start Date] and becoming a valued member of the [Company Name] team.

Please let me know if there are any further documents or steps required before my start date.

Sincerely,
[Your Name]