

## Written Acceptance Letter Format with Joining Date Clarification

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

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

Dear [Recipient Name],

I am writing to formally accept the offer of employment for the position of **[Job Title]** at **[Company Name]**. I am grateful for this opportunity and look forward to contributing to your team.

I would like to confirm my acceptance of the terms and conditions as outlined in the offer letter dated **[Offer Letter Date]**. As discussed, I understand my start date will be **[Confirmed Joining Date]**, and I am excited to begin my employment on this day.

Please let me know if there are any documents or further steps required prior to my joining. I appreciate your support and look forward to a mutually beneficial relationship.

Thank you again for this opportunity.

Sincerely,  
[Your Name]