

[Your Name]
[Your Current 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 confirm my acceptance of the [Position Title] position with [Company Name] as outlined in your offer letter dated [Offer Letter Date]. I am sincerely grateful for the opportunity and look forward to contributing to the continued success of the company.

I have reviewed and accept the terms of employment, including the relocation clause as specified in the offer. I fully acknowledge and understand the requirement to relocate to [Relocation City/Region] as a condition of my employment, and I am committed to complying with all aspects of the company's relocation policy.

In order to ensure a smooth and efficient transition, I kindly request further details regarding the relocation process, including any available support, timelines, and key contacts to facilitate this move. Please advise on the documentation, procedures, or next steps necessary for me to begin this process and meet the agreed-upon start date of [Start Date].

Once again, I wish to express my appreciation for your confidence in my abilities and the opportunity to join [Company Name]. I am eager to commence my role and become an active member of your team. Please do not hesitate to contact me should you require any further information from my side. I look forward to your guidance on the relocation arrangements and to starting this exciting new chapter with [Company Name].

Thank you for your attention and support.

Sincerely,
[Your Name]