

Job Acceptance Letter Template (Confirming Joining Date)

[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]. I am excited about joining your team and contributing to the ongoing success of the organization.

As discussed, I confirm my joining date will be **[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 opportunity. I look forward to working with you and the team at [Company Name].

Sincerely,

[Your Name]