

Subject: Acceptance of Job Offer – Confirmation of Joining Date and Location

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of **[Position Title]** at **[Company Name]**. I am grateful for the opportunity and excited to join your esteemed team.

I would like to confirm my joining date as **[Joining Date]** and acknowledge the assigned workplace location at **[Office/Site Name]**, located at **[Full Office Address]**.

Please let me know if there are any documents or additional steps required from my side prior to my start date. I look forward to completing any necessary formalities to ensure a seamless onboarding process.

Thank you once again for this opportunity. I am eager to contribute to the success of **[Company Name]** and look forward to meeting the team on my first day.

Sincerely,

[Your Full Name]

[Your Contact Number]