

Formal Acceptance Letter for Job Offer (with Joining Date)

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

[Recipient's Name]
[Recipient's Title/Position]
[Company's Name]
[Company's Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of employment for the position of **[Job Title]** at **[Company's Name]**. I am grateful and excited for this opportunity, and I appreciate the trust you have placed in me.

As discussed, I confirm my acceptance of the position with a starting annual salary of **[Agreed Salary]** and the benefits package outlined in your offer letter dated **[Offer Date]**. I would like to express my enthusiasm to join your team and to contribute to the ongoing success of **[Company's Name]**.

Please note that I will be able to commence employment on **[Confirm Joining Date]** as agreed.

Thank you once again for this opportunity. If there is any documentation or information you need from me prior to my start date, please do not hesitate to contact me.

I look forward to joining the team and contributing to **[Company's Name]**.

Sincerely,
[Your Full Name]