

Sample Acceptance Letter Confirming Joining Date

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of **[Job Title]** at **[Company Name]**. I appreciate this opportunity and would like to express my gratitude for your confidence in my abilities.

As discussed, I confirm my joining date will be **[Agreed Joining Date]**. I am looking forward to starting my journey with **[Company Name]** and contributing to the team.

Please let me know if any further documents or information are required prior to my start date. Thank you again for this wonderful opportunity.

Sincerely,

[Your Name]