

## Acceptance Letter with Thank You Note for Job Offer

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

[Recipient Name]  
[Job Title]  
[Company 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 am grateful for this opportunity and would like to extend my sincere thanks to you and the entire hiring team for your confidence in me.

I appreciate the time and effort spent throughout the interview process and am excited to join your team. I am eager to contribute my skills and experience to help achieve **[Company Name]**'s goals and look forward to working with everyone.

As discussed, I confirm my start date as **[Start Date]**. Should you require any additional paperwork or information before then, please let me know.

Thank you once again for this incredible opportunity. I look forward to being part of **[Company Name]** and making a positive impact.

Sincerely,  
[Your Name]