

Acceptance Letter with Thanks for Part-Time Job Opportunity

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

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

Dear [Recipient Name],

I am writing to formally accept the offer for the part-time position of **[Job Title]** at **[Company Name]**. I would like to express my sincere gratitude for this wonderful opportunity and for the confidence you have shown in me.

After discussing the role and reviewing the terms, I am excited to confirm my start date as **[Start Date]**. I look forward to contributing to the team and applying my skills and enthusiasm to make a meaningful impact.

Please let me know if there are any documents or forms I should complete prior to my start date. I am eager to get started and learn more about the company and my responsibilities.

Thank you again for this opportunity. I am delighted to be joining **[Company Name]** and look forward to working with you and the team.

Sincerely,
[Your Name]