

Job Acceptance Letter Template (Including Joining Date)

Below is a sample template you can use when writing a job acceptance letter that includes your joining date:

[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 position of **[Job Title]** at **[Company Name]**. I would like to sincerely thank you for this opportunity and for the confidence you have placed in me.

I am pleased to confirm my acceptance of the job offer. As discussed, I understand that my starting annual salary will be **[Salary/Compensation Details]** and I will be eligible for the company's standard benefits package.

I am happy to confirm that I will be joining the team on **[Joining Date]**. Please let me know if there are any forms or further information you need from me prior to my start date.

Thank you once again for this wonderful opportunity. I look forward to contributing to **[Company Name]** and working with the team.

Sincerely,
[Your Name]

Tips for Your Job Acceptance Letter

- Always keep the tone formal and professional.
- Double-check the agreed upon joining date, and mention it clearly.
- Express appreciation for the offer and the opportunity.
- Restate key offer details if necessary for clarity.
- Sign the letter if sending a hard copy; if sending via email, a typed name will suffice.