

Job Offer Acceptance Letter Format with Joining Date Mentioned

Date: [Your Date]

To,
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Acceptance of Job Offer for [Job Position]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of **[Job Position]** at **[Company Name]**. I am grateful for this opportunity and would like to express my appreciation for your confidence in me.

I am pleased to confirm my acceptance and look forward to joining your team. As discussed, I will be starting my employment on **[Joining Date]**. Please let me know if there are any forms or documentation I should complete prior to my start date.

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

Sincerely,
[Your Full Name]
[Your Contact Number]
[Your Email Address]