

Date: [Insert Date]

To,
[Hiring Manager's Name]
[Company Name]
[Company Address]

Subject: Acceptance of Job Offer and Joining Date Confirmation

Dear [Hiring Manager's 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 appreciate the trust you have placed in me.

I would like to confirm that I will be joining on [Joining Date], as discussed and agreed upon. Please let me know if any further documentation or information is required from my side prior to my start date.

Thank you once again for this opportunity. I look forward to contributing to the team at [Company Name].

Sincerely,
[Your Name]