

Acceptance Letter Template with Agreed Joining Date

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of **[Position Title]** at **[Company Name]**. I am grateful for this opportunity and appreciate the confidence you have shown in me.

As discussed and mutually agreed upon, my official start date will be **[Agreed Joining Date]**. I look forward to starting in this position and contributing to the team. Please let me know if there are any documents or forms I should complete before my joining date.

Thank you once again for this opportunity. If there are any additional details or further steps required prior to my start date, please feel free to let me know.

Sincerely,
[Your Name]