

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

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

Dear [Recipient Name],

I would like to express my sincere gratitude for offering me the position of **[Job Title]** at **[Company Name]**. I am excited and honored to accept this opportunity, and I am eager to contribute to your esteemed organization.

I am writing to formally confirm my acceptance of the job offer. In order to ensure a smooth transition from my current commitments and to allow for proper relocation arrangements (if applicable), I would like to propose **[Proposed Start Date]** as my joining date. I hope this date is convenient for the team and aligns with your onboarding schedule.

Please let me know if the proposed date works or if any adjustments are needed. I look forward to receiving any additional information regarding the onboarding process and next steps.

Thank you once again for this wonderful opportunity. I am enthusiastic about becoming a part of **[Company Name]** and contributing to its ongoing success.

Sincerely,
[Your Name]