

Acceptance Letter Template

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

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept your offer for the position of [Position Title] at [Company/Organization Name], as outlined in your letter dated [Offer Date]. I am honored to have been given this opportunity and I would like to sincerely thank you and the entire team for extending this offer to me.

I am grateful for the trust and confidence you have shown in my abilities. I am enthusiastic about joining your organization and contributing to the team. As discussed, I confirm my start date will be [Start Date].

Thank you once again for this wonderful opportunity. Please let me know if there are any forms or additional information you need from me prior to my start date.

I look forward to being a part of [Company/Organization Name] and working with you and the team.

Sincerely,
[Your Name]