

## Formal Job Acceptance Letter Template

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer of employment for the position of **[Job Title]** at **[Company Name]**. I am both honored and grateful for this opportunity and look forward to joining your team.

As discussed and agreed upon, I confirm my official start date will be **[Joining Date]**. I appreciate the terms and benefits outlined in the employment offer, and I look forward to contributing to the continued success of **[Company Name]**.

Please let me know if there are any documents or further information required from me prior to my start date. Thank you again for this opportunity. I am enthusiastic about the role and eager to begin working with the team.

Sincerely,  
[Your Name]