

Acceptance Letter Template (with Joining Date)

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

[Recipient's Name]
[Recipient's Position/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 [Job Title] at [Company Name]. I would like to express my sincere gratitude for this opportunity and am excited to become a part of your team.

I am pleased to confirm my acceptance of the job offer, and as discussed, my joining date will be **[Joining Date]**. I understand and accept the terms and conditions of employment as outlined in the offer letter.

Thank you once again for this wonderful opportunity. I look forward to contributing positively to [Company Name] and working with the team.

Please let me know if there are any documents or additional information you require prior to my start date.

Sincerely,
[Your Name]