

Sample Acceptance Letter Confirming Start Date

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

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I sincerely appreciate this opportunity and would like to express my gratitude for your confidence in selecting me for this role.

I am pleased to confirm my start date as [Agreed Start Date]. Please let me know the specific time I should report on my first day, as well as the office location. If there are any documents or additional information I should bring, kindly inform me in advance.

Thank you again for this opportunity. I look forward to joining your team and contributing to [Company Name]'s success.

Sincerely,
[Your Name]