

## Acceptance Letter with Thank You Note for Job Offer

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

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

Dear [Employer's Name],

I am writing to formally accept the offer of employment for the position of **[Job Title]** at **[Company Name]**. I am sincerely grateful for this opportunity and would like to express my appreciation for your confidence in my abilities.

I am excited to join your team and contribute to the success of **[Company Name]**. As discussed, I confirm that my starting date will be **[Start Date]**, and I look forward to fulfilling the responsibilities outlined in the offer letter. Please let me know if there are any documents I should bring or forms I need to complete before my first day.

Thank you once again for this wonderful opportunity. I am eager to begin this new journey and work alongside such a talented group of professionals.

Sincerely,  
[Your Name]