

Subject: Acceptance of Employment Offer and Confirmation of Joining Date

Dear [Hiring Manager's Name],

I am writing to formally accept the offer of employment for the position of **[Job Title]** at **[Company Name]**. I would like to express my gratitude for this opportunity and for the confidence you have placed in me.

I am pleased to confirm my joining date as **[Confirmed Start Date]**, as discussed and agreed upon. I am enthusiastic about becoming a part of the team and am committed to contributing positively to the organization.

Please let me know if there are any documents or additional information required prior to my start date. I appreciate any details regarding the onboarding process and look forward to meeting everyone soon.

Thank you once again for this opportunity. Should you need any further information from me before my start date, please do not hesitate to reach out.

Sincerely,
[Your Name]
[Your Contact Information]