

[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 for the part-time [Job Title] position at [Company Name], as outlined in your offer letter dated [Offer Date]. I would like to express my sincere gratitude for this opportunity and for the confidence you have shown in me.

I have carefully reviewed and understand the terms and conditions of employment, including the expected duties, working hours, compensation, and other relevant policies. I am pleased to confirm my acceptance and am fully committed to executing my responsibilities with dedication and professionalism.

I look forward to joining [Company Name] and contributing to the continued success of your team. Please let me know if there are any documents or further information required prior to my start date on [Start Date].

Thank you once again for this opportunity. I am eager to begin my role at [Company Name].

Sincerely,

[Your Name]