

Date: [Insert 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 position of **[Job Title]** at **[Company Name]**. I am grateful for the opportunity and look forward to joining your team and contributing to the organization's growth and success.

I acknowledge the terms and conditions outlined in the offer letter, including the probation period of **[Duration of Probation Period, e.g., three (3) months]**. I understand that during this period, my performance and suitability for the position will be evaluated. I am aware that either party may terminate the employment during the probationary period, with or without notice, in accordance with company policies and applicable laws.

I also confirm my understanding of the following terms as stated in the offer:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Salary:** [Salary Details]
- **Probation Period:** [Duration and key conditions, e.g., monthly performance reviews, possibility of regularization upon satisfactory performance]

I look forward to a mutually rewarding association and am confident that my skills and dedication will be an asset to **[Company Name]**.

Sincerely,

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