

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the position of [Job Title] with [Company Name]. I am grateful for this opportunity and am eager to contribute to the continued success and growth of the organization.

I acknowledge and accept the terms of employment outlined in the offer letter dated [Offer Letter Date], including but not limited to compensation, benefits, and start date.

I further understand and agree to the non-compete obligations specified as follows:

Non-Compete Clause:

During the term of my employment with [Company Name] and for a period of [Duration, e.g., twelve (12) months] following the termination of my employment for any reason, I shall not, directly or indirectly, engage in, own, manage, operate, consult for, or be employed by any business, entity, or individual that is in competition with [Company Name] within [Geographic Scope, e.g., a 50-mile radius of Company Headquarters/cities of operation]. I also agree not to solicit [Company Name]'s clients, customers, or employees during this period. I acknowledge that this restriction is necessary to protect the confidential information and goodwill of [Company Name].

I also agree to maintain the confidentiality of all proprietary and confidential information acquired during the course of my employment, both during and after my tenure at [Company Name].

Thank you once again for this opportunity. I look forward to joining the team on [Start Date] and contributing to [Company Name]'s ongoing achievements.

Sincerely,
[Your Name]