

Date: [Insert Date]

To,
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Acceptance of Job Offer and Joining Date Confirmation

Dear [Hiring Manager's Name],

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

I am pleased to confirm my joining date as [Joining Date], as discussed and agreed upon. I look forward to starting my journey with [Company Name] and contributing to the team's success.

Thank you once again for this wonderful opportunity. If there are any documents or further information required from my end prior to my start date, please let me know.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]