

Date

Mr./Ms.
Title
Company
Address

Dear :

I am very pleased and excited to confirm my acceptance of your offer of employment extended to me for the position of ----- with -----.

I look forward to a start date of ----- . I understand that this position is offered at a starting compensation package of -----.

I appreciate the confidence you and the rest of your team have expressed in my background and qualifications. I look forward to a long-term, mutually beneficial relationship.

I am very excited to join the ----- team and to begin my career with you. I assure you that I will always give my full dedication and commitment.

Thank you again. See you soon.

Sincerely,

First and Last Name