

Strictly professional and official tone

Subject: Official Acknowledgement of Employment Offer

Dear [Hiring Committee],

I write to officially acknowledge receipt of the job offer for the position of [Job Title] at [Company Name]. I am honored to have been selected and wish to confirm my acceptance of the role.

Kindly consider this as my formal acknowledgment of employment. I look forward to reporting on [Start Date] and fulfilling my duties as outlined.

Respectfully,

[Your Name]

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