

Formal job offer confirmation letter

Subject: Confirmation of Job Offer

Dear [Hiring Manager's Name],

I am writing to formally confirm my acceptance of the job offer extended to me for the position of [Job Title] at [Company Name]. I am truly honored to be given this opportunity and look forward to contributing to the continued success of your team.

As agreed, I will commence employment on [Start Date] with the compensation and benefits outlined in the offer. Please let me know if there are any documents or forms that need to be completed before my first day.

Thank you once again for this opportunity. I am eager to begin my journey with [Company Name] and contribute to its growth.

Sincerely,

[Your Name]

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