

Official Company Response to Job Acceptance

Subject: Official Confirmation of Job Acceptance

Dear [Candidate's Name],

This is to officially confirm your acceptance of our job offer for the role of [Job Title] at [Company Name].

Your reporting date is set for [Start Date].

Please ensure all required documentation is completed and submitted prior to your joining.

We are excited to have you as part of our organization.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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