

# Job Offer Acceptance Letter From Employer

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**Heading: Formal Job Offer Acceptance Confirmation**

**[Company Letterhead]**

**[Date]**

**[Employee Name]**

**[Employee Address]**

**[City, State, Zip]**

**Dear [Employee Name],**

**Subheading: Welcome to the Team**

On behalf of [Company Name], I am delighted to formally welcome you to our team. Your acceptance of the job offer for the position of [Position Name] fills us with great joy and anticipation for what we will accomplish together.

**Subheading: Confirmation of Details**

As previously discussed, your start date will be [Start Date], with a starting salary of [Salary]. Additional benefits as outlined in your offer letter will commence accordingly.

**Subheading: Next Steps**

Please be prepared to complete the necessary employment forms on your first day. Our team is eagerly awaiting your arrival and is ready to support your integration into our company.

**Subheading: Closing Thoughts**

Thank you for choosing to become a part of [Company Name]. We are confident in your abilities and look forward to seeing your contributions. Should you have any questions before your start date, please do not hesitate to contact us.

**Warmest welcome,**

**[Your Name]**

**[Your Position]**

**[Company Name]**