

# Formal Acceptance Acknowledgement Letter

Subject: Acceptance of Job Offer

Dear [Hiring Manager Name],

I am pleased to formally acknowledge and accept your offer for the [Position] role at [Company]. I am excited to join your team and contribute to the organization's success.

Please let me know of any documents or formalities required prior to my start date on [Start Date].

Thank you for this opportunity.

Sincerely,

[Your Name]

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