

# Offer Confirmation Letter

Subject: Offer Confirmation

Dear [Recipient's Name],

I am writing this letter to formally confirm my acceptance of the offer extended to me by [Company/Organization Name] for the position of [Job Title]. I am delighted to accept this opportunity and I appreciate the trust and confidence placed in me.

I am excited about joining [Company/Organization Name] and contributing to its success. The terms and conditions discussed during the interview and outlined in the offer letter dated [Offer Letter Date] are acceptable to me. I am committed to fulfilling my responsibilities and performing to the best of my abilities.

As discussed, my employment will commence on [Start Date]. I will report to [Supervisor's Name/Designation] in the [Department/Team Name]. Please let me know if there are any specific onboarding procedures or documentation required prior to my start date.

I would like to express my gratitude to the entire hiring team for the thorough interview process and for selecting me for this position. I am confident that my skills and experience will contribute positively to the team and the overall goals of the organization.

I understand that employment with [Company/Organization Name] is contingent upon successfully completing any necessary pre-employment screenings, such as background checks or drug tests, as per the company's policies. I assure you that I will comply with all the necessary procedures.

If there are any additional documents or forms that need to be completed, please let me know, and I will be happy to provide them promptly. I will also provide any other information required for the onboarding process.

Once again, I would like to express my appreciation for this opportunity, and I am looking forward to being a valuable member of the team. Please feel free to contact me at [Phone Number] or [Email Address] if you need any further information or have any questions.

Thank you for your time and consideration. I am excited to begin this new chapter with

[Company/Organization Name].

Yours sincerely,

[Your Name]