

# Offer Acceptance Letter From Employer

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**Innovatech Solutions**

100 Tech Park Drive

San Diego, CA 92121

hr@innovatech.com

(619) 555-0309

October 7, 2024

**Michael Johnson**

789 Pine Street

San Diego, CA 92103

Dear Michael,

We are delighted to confirm your acceptance of the offer to join Innovatech Solutions as a Network Engineer. Your skills and experiences are a perfect match for our team, and we are excited about the value you will bring to our organization.

As discussed, your start date will be November 1, 2024, and your initial position will be based in our San Diego office. We are confident that your contributions will play a significant role in our continued growth and success.

Please ensure that you have completed all necessary pre-employment documentation and submitted it to the Human Resources department by October 20, 2024. Should you have any questions or require any further information, please do not hesitate to reach out.

We look forward to you joining our team and are excited to see all that we will accomplish together. Welcome to Innovatech Solutions!

Warm regards,

[Your Signature (if sending a hard copy)]

**Jane Doe**

Human Resources Manager

Innovatech Solutions