

Offer Acceptance Letter With Joining Date

Jessica Taylor

456 Elm Street

Austin, TX 78701

jessica.taylor@email.com

(512) 555-0198

October 7, 2024

Mr. Henry Gates

Human Resources Department

Tech Innovations Inc.

300 Silicon Drive

Austin, TX 78701

Dear Mr. Gates,

I am thrilled to formally accept the offer to join Tech Innovations Inc. as a Software Developer. I am grateful for the opportunity to be part of such a dynamic team and look forward to contributing to the innovative work being done at your company.

As outlined in the offer, I understand the terms of my employment and am pleased to confirm my start date as November 15, 2024. Please let me know if there are any documents or additional preparations I need to complete before then.

Thank you once again for this wonderful opportunity. I am eager to start my journey with Tech Innovations Inc. and contribute to our shared success.

Warm regards,

[Your Signature (if sending a hard copy)]

Jessica Taylor