

Sample Joining Letter

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Hiring Manager Name]
[Hiring Manager Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],
This letter serves as formal confirmation of my acceptance of the position of [Job Title] at [Company Name], as offered in your letter dated [Date of Appointment Letter].

I am thrilled to be joining your team at [Company Name]. Throughout the interview process, I was very impressed with [mention something specific that impressed you about the company or the role]. I am confident that my skills and experience in [mention relevant skills and experience] will be a valuable asset to your team.

As per the appointment letter, my start date is officially [Start Date]. I will be reporting to [Supervisor Name], [Supervisor Title].

I have reviewed the terms of the offer, including the salary of [Salary Amount] and the benefits package. I accept these terms with enthusiasm.

Thank you again for this incredible opportunity. I am eager to begin working at [Company Name] and contribute to the team's success. If you require any further information from me before my start date, please do not hesitate to contact me.

Sincerely,

[Your Name]