**Joining Letter**

Joining Letter Format

Date: --/--/----

To,

[Hiring Manager]

[Name of the company]

[Address of the company]

Subject: Job Joining Letter

Dear Sir/Ma'am,

I am writing to confirm that I have accepted the job offer extended to me by [name of the company]. I am very excited to join the team and contribute to the company's success.

Please find attached a copy of the signed job offer letter for your records. If you have any questions, please do not hesitate to contact me at [phone number] or [email address].

Thank you for this opportunity, and I look forward to starting work on [start date].

Sincerely,

[Your Name]

[Signature]