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|  | [COMPANY NAME] STREET NAME CITY, POSTAL CODE   |
| HIRING MANAGER NAMESTREET NAME CITY, POSTAL CODE MONTH, DAY, YEAR  |  |

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| Dear [Hiring Manager],I am writing to confirm my acceptance of the position of [Job Title] at [Company Name]. Thank you for this opportunity! I am looking forward to joining your team and contributing to [Company’s Specific Project, or Goal].As we discussed on [Month, Day], I will start on [Month, Day] with a salary of [Dollar Amount]/hour. Please let me know if there is anything you need from me to start the onboarding process.Thank you again for this offer, I am looking forward to working with you and the rest of the team!Warm Regards, [YOUR NAME]STREET NAMECITY, POSTAL CODEPHONE NUMBEREMAIL ADDRESS |
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