

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the janitor position at [Company's Name] as discussed in our recent conversation. I am excited about the opportunity to join your team and contribute to maintaining a clean and safe environment.

I would like to confirm my start date as [Start Date] and I agree to the terms and conditions outlined in the offer letter. Please let me know if there are any documents or further information needed before my start date.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,  
[Your Name]