

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the Licensed Vocational Nurse (LVN) position at [Company Name] as discussed in our recent conversation. I am excited about the opportunity to contribute to your team and provide exceptional care to patients.

As stated in the offer, my hourly rate will be [insert hourly rate], and I will be expected to work [insert work schedule]. I confirm that my start date will be [insert start date]. I understand that I will be required to complete [mention any necessary training or paperwork required before starting].

I appreciate the confidence you have shown in me and am looking forward to joining [Company Name]. I am eager to apply my skills and passion for nursing in a collaborative environment.

Please let me know if you need any further documentation or information prior to my start date. Thank you once again for this incredible opportunity.

Sincerely,

[Your Name]
[Your LVN License Number]