

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

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the [Job Title] position at [Company Name]. I am excited about the opportunity to join your team and contribute to the innovative work at GVSW.

As discussed, I understand that my starting salary will be [Salary Amount], and my start date will be [Start Date]. I appreciate the flexibility offered and the support provided during the onboarding process.

Thank you for this incredible opportunity. I look forward to working with you and the rest of the team at GVSW.

Sincerely,  
[Your Name]