

[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 [Job Title] position at [Company's Name] as communicated in your offer letter dated [Date of Offer Letter]. I am excited to join your team and contribute to [specific goals or projects relevant to the position].

I confirm my start date as [Start Date] and understand my salary will be [Salary] along with the benefits discussed. Please let me know if there are any documents or additional information you need from me prior to my start date.

Thank you once again for this incredible opportunity. I look forward to being a part of [Company's Name] and working with the team.

Sincerely,
[Your Name]