

[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 job offer for the position of [Job Title] at [Company's Name], which was extended to me on [Offer Date]. I am grateful for the opportunity and excited to join your team.

As discussed, I understand my starting salary will be [Salary Amount] with [any applicable benefits or conditions]. I confirm my start date will be [Start Date].

Thank you once again for this incredible opportunity. I look forward to contributing to the success of [Company's Name] and collaborating with the team.

Sincerely,
[Your Name]