

[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 position of [Job Title] with [Company Name], as offered in your letter dated [Offer Date]. I am excited to join the team and contribute to the success of the company.

I confirm my start date as [Start Date] and look forward to meeting the team.

Thank you once again for this opportunity.

Sincerely,
[Your Name]