

[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 job offer for the [Job Title] position at JTS, as outlined in the offer letter dated [Offer Date]. I am excited to join your team and contribute to the innovative projects at JTS.

I appreciate the opportunity and understand that my starting salary will be [Salary/Compensation Details], with an anticipated start date of [Start Date]. I will ensure that all necessary paperwork is completed prior to my start.

Thank you once again for this incredible opportunity. I look forward to working with you and the entire team at JTS.

Sincerely,
[Your Name]