

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name (KPMG)]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the audit position offered to me at KPMG, as outlined in your offer letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to the high standards of excellence that KPMG is known for.

I confirm my acceptance of the starting salary of [Salary Amount] and the commencement date of [Start Date]. I have reviewed the terms of employment, and I am happy to comply with all requirements.

Thank you once again for this incredible opportunity. I look forward to embarking on this new journey with KPMG and contributing to the team.

Sincerely,

[Your Name]

[Your LinkedIn Profile (optional)]