

[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] as discussed on [Date of Offer]. I am excited about the opportunity to join your team and contribute to the company's success.

I appreciate the terms outlined in the offer letter, including the starting salary of [Salary Amount], benefits, and the start date of [Start Date]. I confirm my acceptance of these terms and look forward to commencing my employment.

Thank you once again for this incredible opportunity. Please let me know if there are any further steps I need to complete prior to my start date.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]