

Subject: Acceptance of Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally accept the offer for the [Job Title] position at [Company's Name], which was presented to me on [Date of Offer].

I am excited to join your team and contribute to [Company's Name] with my skills and expertise. As per the offer, I understand that my starting salary will be [Salary], and my start date will be [Start Date].

Thank you once again for this amazing opportunity. I look forward to working together.

Best regards,

[Your Name]

[Your LinkedIn Profile (if applicable)]