

[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 [Company Name], as discussed in our recent interview. I am excited about the opportunity to join your team and contribute to [specific goals/projects or values of the company].

I appreciate the offer of [specify salary, benefits, or other terms if necessary] and I am looking forward to starting on [start date].

Thank you once again for this opportunity. Please let me know if there are any documents or further information you need from my side prior to my start date.

Sincerely,
[Your Name]