

[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 offer for the [Job Title] position at [Company's Name]. I am excited about the opportunity to contribute to your team and bring my skills in [relevant skills/experience] to [specific projects or goals related to the company].

I appreciate the trust you have placed in me and look forward to starting on [Start Date]. Please let me know if there is anything you need from me prior to my start date.

Thank you again for this opportunity.

Sincerely,
[Your Name]