

[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 offer for the [Job Title] position at [Company Name] as discussed in our recent conversation. I am excited about the opportunity to join your esteemed team and contribute to [specific project or goal related to the company].

As outlined in the offer letter, I confirm my start date will be [Start Date], and I appreciate the terms of employment including the salary of [Salary Amount], benefits, and any other relevant details.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company Name].

Best regards,

[Your Name]