

[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 delighted to formally accept the offer for the [Job Title] position at [Company Name], as outlined in the offer letter dated [Offer Date]. I appreciate the opportunity and am excited to join your team.

I confirm my starting date as [Start Date] and agree to the terms and conditions discussed, including [mention any relevant details such as salary, benefits, etc.].

Thank you once again for this opportunity. I look forward to contributing to the success of [Company Name] and working with everyone on the team.

Warm regards,

[Your Name]