

[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 hope this message finds you well. I want to express my sincere gratitude for offering me the [Job Title] position at [Company Name]. After careful consideration, I am excited to formally accept the offer. I am thrilled about the opportunity to join [Company Name] and contribute to [specific project or value related to the company] with my skills and experience. I appreciate the trust you have placed in me and look forward to working with the team.

As discussed, I understand my start date will be [Start Date] and the salary will be [Salary/Compensation]. Please let me know if there are any further steps or paperwork that I need to complete prior to my start. Thank you once again for this opportunity. I am looking forward to starting this new chapter in my career at [Company Name].

Warm regards,
[Your Name]