

Subject: Acceptance of Job Offer

[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 [Position Title] at [Company's Name]. I am thrilled about the opportunity to join your team and contribute to [specific goal or mission of the company].

As discussed, I confirm my start date as [Start Date] and acknowledge the offered salary of [Salary Amount] with the associated benefits.

Thank you once again for this opportunity. I look forward to starting my journey at [Company's Name] and collaborating with the team.

Best regards,

[Your Name]