[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to formally accept the position of QA Engineer at [Company's Name], as offered in your letter dated [Offer Date]. I am excited about the opportunity to contribute to your team and support [specific project or goal relevant to the company].
I confirm my start date as [Start Date] and agree to the terms and conditions outlined in your offer, including the salary of [Salary] and benefits.
Thank you for this opportunity. I look forward to working with the team at [Company's Name] and contributing to our mutual success.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]