

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the position of Quality Assurance Manager at [Company Name], as offered in your letter dated [Date of Offer]. I am excited about the opportunity to contribute to the team and help ensure the highest quality of our products and services.

As discussed, my starting salary will be [Salary Amount], and my start date will be [Start Date]. I appreciate the confidence you have placed in me and am looking forward to collaborating with the team to achieve our goals.

Thank you once again for this incredible opportunity. Please let me know if there are any documents or further information you need from me prior to my start date.

Sincerely,

[Your Name]