

[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 writing to formally accept the offer for the position of QA Manager at [Company Name] as discussed in our recent conversations. I am excited about the opportunity to contribute to the team and help advance the quality assurance processes at [Company Name].

As per the offer letter, I understand my starting salary will be [Salary Amount] and my start date will be [Start Date]. I appreciate the flexibility you provided regarding the start date and am looking forward to joining the team.

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

Sincerely,
[Your Name]