

Subject: Acceptance of Job Offer

Dear [Hiring Manager's Name],

I hope this message finds you well.

I am writing to formally accept the job offer for the [Job Title] position with [Company Name] as discussed. I am excited about the opportunity to join your team and contribute to [specific goals or projects related to the position].

As per our conversation, I understand my starting salary will be [Salary Amount] with benefits beginning on [Start Date]. I will ensure that all necessary paperwork is completed before my start date.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]