

[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 [Job Title] position at [Company Name] as discussed. I am excited to join your team and contribute to the [specific project or goal] in a remote capacity.

As per our discussion, I confirm my start date will be [Start Date], and I agree to the terms of employment, including salary of [Salary] and benefits outlined in the offer letter.

Thank you for this incredible opportunity. I look forward to working with the team and contributing to the success of [Company Name].

Best regards,

[Your Name]