

[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 in our recent conversations. I am excited about the opportunity to join your team and contribute to the important work being done at [Company Name].

As we discussed, my starting salary will be [Salary Amount], and my start date will be [Start Date]. I appreciate your confidence in me and I am eager to bring my skills and experience to [Company Name].

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

Sincerely,  
[Your Name]