

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

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am pleased to formally accept the offer for the position of [Job Title] at VMware, as discussed in our recent correspondence. I would like to express my gratitude for this opportunity and the trust placed in me to contribute to your team.

As per our agreement, I understand my start date will be [Start Date], with a starting salary of [Salary] and [include any other agreed benefits, e.g., bonuses, vacation days].

I am excited about the opportunity to work alongside such talented individuals and to be a part of a company that is at the forefront of technology innovation.

Thank you once again for this opportunity. I look forward to joining VMware and contributing to the success of the team.

Sincerely,

[Your Name]

[Your LinkedIn Profile or any other professional link, if applicable]