

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of Vice President of Marketing at [Company's Name] as detailed in the offer letter dated [Date of Offer Letter]. I am thrilled about the opportunity to contribute to the team and help drive the marketing vision forward. As discussed, I confirm my start date will be [Start Date] and I am looking forward to working alongside you and the rest of the team in achieving [Company's goals/mission].

Thank you once again for this incredible opportunity. Please let me know if there are any forms or further information you need from my end before my start date.

Sincerely,
[Your Name]