

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

[Hiring Manager's Name]
Xerox Corporation
[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 Xerox, as discussed in our recent correspondence. I am excited about the opportunity to contribute to such an esteemed organization and to work with the talented team at Xerox.

As per the terms outlined in the offer letter, I confirm my start date as [Start Date], and I look forward to beginning my journey with Xerox.

Please let me know if there are any documents or information you require from my end prior to my start date.

Thank you once again for this opportunity. I look forward to a successful career at Xerox.

Sincerely,
[Your Name]