

[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 pleased to formally accept the job offer for the position of [Job Title] at [Company Name]. I am excited about the opportunity to contribute to your team and am eager to start on [Start Date].

I appreciate the offer of [Salary] and the benefits package that includes [Briefly list highlights of the benefits, e.g., health insurance, retirement plan, etc.]. I am looking forward to collaborating with the team and bringing my skills in [Your Relevant Skills/Experience] to [Company Name].

Please let me know if there are any documents or further information you need from me prior to my start date. I look forward to making a meaningful contribution and joining [Company Name] in this new role.

Thank you once again for this opportunity. I am excited to embark on this journey with you.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]