

[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 position of [Job Title] at [Company Name] as offered in your letter dated [Date of Offer Letter]. I am excited about this opportunity and I look forward to contributing to the team.

As discussed, I understand that my starting salary will be [Salary Amount], and I will commence my employment on [Start Date].

Thank you once again for this wonderful opportunity. I am looking forward to joining [Company Name] and working with the team to achieve our goals.

Sincerely,
[Your Name]