

Subject: Acceptance of Job Offer - [Your Name]

Dear [Hiring Manager's Name],

I hope this message finds you well.

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your team and contribute to [specific projects or goals related to the job].

As discussed, I confirm my start date as [Start Date] and am looking forward to completing any necessary paperwork prior to my first day.

Thank you once again for this opportunity. Please let me know if there is anything further you need from my side before I begin.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]