

[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 thrilled to formally accept the job offer for the [Job Title] position at [Company's Name]. I appreciate the opportunity to join such a dynamic team and contribute to [specific project or value related to the company].

Upon reviewing the offer, I am pleased with the proposed salary of [salary amount] and all the benefits outlined in the agreement. I am excited about the potential for growth and development within [Company's Name].

I look forward to starting my new role on [start date] and collaborating with all of you to achieve our goals. Please let me know if there are any documents or further information you need from me prior to my start date. Thank you once again for this opportunity. I am eager to be a part of [Company's Name] and contribute to our shared success.

Warmest regards,

[Your Name]