

[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 writing to formally accept the job offer for the position of [Job Title] at [Company's Name], as discussed during our recent conversations. I am excited about the opportunity to join your team and contribute to [mention something specific about the company or team].

I appreciate the details provided in the offer letter, including the starting salary of [Salary Amount], benefits, and the anticipated start date of [Start Date]. I am looking forward to contributing to [specific projects, company goals, etc.], and I am eager to start working with such a talented group of individuals.

Please let me know if there are any documents or additional information you need from me prior to my start date. I am ready to complete any required pre-employment processes.

Thank you once again for this opportunity. I look forward to being a part of [Company's Name] and am excited to get started.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]