

Subject: Acceptance of Job Offer

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name] as discussed. I am excited to join the team and contribute to [specific project or goal].

As per our discussion, I understand that my start date will be [Start Date] and my salary will be [Salary/Compensation Details]. 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 look forward to working at [Company Name].

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]