

# Job Offer Acceptance

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the Data Analyst position at [Company Name]. I am excited about the opportunity to contribute to your team and work with such a talented group of professionals.

I accept the terms of the offer, including a starting salary of [Salary Amount] and the benefits as outlined in the offer letter. I am looking forward to starting on [Start Date] and will ensure that all necessary paperwork is completed prior to my start date.

Thank you again for this opportunity. I am eager to contribute to [Company Name]'s success and to grow professionally with your team.

Warm regards,

[Your Name]

[Your Address]

[Your City, State, Zip]

[Your Email]

[Your Phone Number]