

[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 offer for the Project Management position at [Company's Name] as discussed. I am grateful for this opportunity and look forward to contributing to the team and projects ahead.

I accept the terms of employment outlined in the offer letter, including the starting salary of [Salary Amount], and the proposed start date of [Start Date].

Thank you once again for this opportunity. I am excited to join [Company's Name] and am eager to bring my skills to the team.

Sincerely,

[Your Name]