

[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 accept the offer for the [Job Title] position at [Company's Name]. I want to express my sincere gratitude for this opportunity and for the confidence you have placed in me.

After careful consideration, I am delighted to accept the terms of employment including a salary of [Salary Amount] and the start date of [Start Date]. I look forward to contributing to [Company's Name] and working with the team.

Thank you once again for this amazing opportunity. I am eager to get started and make a positive impact at [Company's Name].

Sincerely,
[Your Name]