

Acceptance of Job Offer

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally accept the offer for the position of [Job Title] at [Company Name], which was extended to me on [Date of Offer]. I am excited to join your team and contribute to the company's success.

I appreciate the opportunity to work remotely and am looking forward to collaborating with the team from [Starting Date]. I understand that my starting salary will be [Salary Amount] with benefits as discussed.

Please let me know if there are any further steps I should complete prior to my start date. Thank you once again for this incredible opportunity.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]