

Acceptance of Job Offer

Date: [Insert Date]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally accept the offer to return to [Company Name] as a [Job Title], as discussed in our recent conversation.

I am thrilled to rejoin the team and contribute to the projects we discussed. I believe my experience will allow me to make a meaningful impact, and I look forward to collaborating with everyone once again.

As per our agreement, I understand my start date will be [Start Date] and that my salary will be [Salary Details]. Please let me know if there are any further steps I need to complete prior to my return.

Thank you once again for this opportunity. I am excited to be back at [Company Name] and contribute to our shared success.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]