

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Hiring Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name] that was extended to me on [Date of Offer].

I am excited to join your team and contribute to [specific project or goal related to the company]. I appreciate the opportunity and am looking forward to starting on [Start Date].

Please let me know if there are any forms or additional information you need from my side before then.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company Name].

Sincerely,  
[Your Name]