

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 Systems Administrator position at [Company's Name] that was extended to me on [date of the offer]. I am excited about the opportunity to join your team and contribute to the innovative work at [Company's Name].

I appreciate the terms discussed, including a starting salary of [salary amount], benefits, and my start date of [start date]. I look forward to working with you and the rest of the team.

Thank you once again for this exciting opportunity. Please let me know if you need any further information from my side before my joining.

Sincerely,

[Your Name]