

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 acknowledge receipt of the job offer for the position of [Job Title] at [Company Name]. I am thrilled to accept the offer and excited about the opportunity to contribute to your team.

Thank you for this opportunity. I look forward to starting on [Start Date] and contributing to [Company Name]'s success.

Sincerely,

[Your Name]