

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], as discussed in our recent conversation. I am grateful for this opportunity and excited to join your team.

As per our agreement, I understand my starting salary will be [Salary Amount], and I will begin my new role on [Start Date].

Thank you once again for this opportunity. I look forward to contributing to [Company Name] and am eager to start this new chapter in my career.

Sincerely,
[Your Name]