

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 the receipt of your job offer for the position of [Job Title] at [Company Name], which I received on [Date of Offer]. I would like to express my gratitude for this opportunity.

After careful consideration, I am pleased to accept the offer and look forward to contributing to your team. I appreciate the details outlined in the offer, including the salary, benefits, and starting date of [Start Date].

Please let me know if there are any further steps I need to complete prior to my start date. I am eager to begin my journey with [Company Name].

Thank you once again for this opportunity. I look forward to joining your team and contributing to the wonderful work being done in the community.

Sincerely,
[Your Name]