

Dear [Hiring Manager's Name],

Thank you for offering me the [Job Title] position at [Company Name]. I am excited to accept this opportunity.

Regarding the start date, I would like to confirm that I am available to begin on [Proposed Start Date]. Please let me know if this aligns with your schedule.

Thank you once again for this opportunity. I am looking forward to joining the team.

Sincerely,

[Your Name]

[Your Contact Information]