

[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 position of Administrative Assistant at [Company's Name], as offered in your letter dated [offer date]. I appreciate the opportunity and look forward to contributing to your team.

I am excited to start on [start date] and will ensure that I complete any necessary paperwork or onboarding requirements ahead of my first day. Thank you once again for this opportunity. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]