

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 Transport Service position at [Company Name] as discussed. I am grateful for the opportunity and excited to contribute to your team.

As per our discussion, I understand that my start date will be [Start Date], with a salary of [Salary Amount] and the benefits package as outlined in the offer letter. I appreciate the confidence you have shown in me and look forward to starting my new role.

Thank you once again for this wonderful opportunity. Please let me know if you need any further information from my side before my start date.

Sincerely,
[Your Name]