

John Doe

123 Main Street

City, State, Zip Code

Email: johndoe@example.com

Phone: (123) 456-7890

Date: October 1, 2023

Hiring Manager

Company Name

456 Company Avenue

City, State, Zip Code

Subject: Acceptance of Job Offer

Dear Hiring Manager,

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I am grateful for the opportunity and appreciate the trust you have placed in me.

As discussed, I understand that my starting salary will be [Salary Amount], and my start date is set for [Start Date].

I look forward to contributing to the team and am excited to begin this new chapter of my career with [Company Name].

Thank you once again for this opportunity.

Sincerely,

John Doe