

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 position of [Job Title] at [Company Name] as discussed. I am excited about the opportunity to join your team and contribute to the ongoing success of the company.

As per our discussion, I understand that my starting salary will be [Salary Amount], with benefits starting from [Benefit Start Date]. I am eager to begin my role on [Start Date].

Thank you once again for this opportunity. I look forward to working with you and the team at [Company Name].

Sincerely,
Your Name