

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],

Thank you for the offer to join [Company Name] as a [Job Title]. I am grateful for the opportunity and appreciate the confidence you have shown in my abilities.

After careful consideration, I am pleased to formally accept the offer. I am excited to contribute to the team and look forward to starting on [Start Date].

Please let me know if there are any documents or information you need from me before then.

Thank you once again for this incredible opportunity.

Sincerely,
Your Name