

[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],

Thank you for offering me the position of [Job Title] at [Company's Name]. I am writing to formally acknowledge receipt of the job offer, and I am pleased to accept the position.

I appreciate the opportunity and am excited to join your team. I look forward to starting on [start date] and contributing to [Company's Name].

Thank you once again for this opportunity. Please let me know if there are any documents or additional information you need from me before I start.

Sincerely,

[Your Name]