

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for the job offer for the position of [Job Title] at [Company Name]. I am truly honored to have been selected for this opportunity.

After careful consideration, I am excited to formally accept the offer. I am looking forward to contributing to your team and am eager to bring my skills in [Your Skills/Experience] to help achieve the goals of [Company Name].

Thank you once again for this incredible opportunity. I appreciate your confidence in my abilities and look forward to starting on [Start Date].

Warm regards,

[Your Name]
[Your Phone Number]
[Your Email Address]