

[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],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name] as discussed in our recent conversation. I am excited about the opportunity to join your team and contribute to [specific project or value].

I confirm my acceptance of the offered salary of [Salary Amount], along with the benefits package as outlined in the offer letter. As mentioned, I will start on [Start Date].

Thank you once again for this opportunity. I look forward to working with you and the rest of the team at [Company's Name]. Please let me know if there are any documents or information you need from me before my start date.

Sincerely,

[Your Name]