

[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 offer for the position of [Job Title] at [Company's Name]. I am grateful for this opportunity and look forward to contributing to the team.

As discussed, my starting salary will be [Salary] with an official start date of [Start Date]. I am excited to bring my skills and passion to [Company's Name] and am eager to start working with the team.

Thank you once again for this wonderful opportunity. Please let me know if you need any further information from my side before my start date.

Sincerely,

[Your Name]