

Role Acceptance Letter

Date: [Insert Date]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I am excited about the opportunity to work with such a talented team and contribute to the company's success.

I appreciate the offer of [Salary/Benefits details] and confirm my start date as [Start Date]. Please let me know if there are any documents or further information you need from me before then.

Thank you once again for this opportunity. I look forward to being a part of [Company Name].

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]