

Dear [Hiring Manager's Name],

I am writing to formally confirm my acceptance of the verbal job offer for the position of [Job Title] at [Company Name], as discussed on [Date of Offer]. I am excited about the opportunity to join your team and contribute to the company's success.

I appreciate the offer and am looking forward to [specific details about the role or team you will be joining]. As discussed, I understand that my start date will be [Start Date] and that my salary will be [Salary Details].

Please let me know if there are any forms or additional information required from my side before my start date.

Thank you once again for this incredible opportunity. I look forward to working with you and the team.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]