

[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]

Subject: Acceptance of Joining Bonus Offer

Dear [Hiring Manager's Name],

I am writing to formally accept the offer of a joining bonus of [amount] as part of my employment with [Company Name], effective [Start Date]. I am excited to join the team and contribute to [specific goals or projects].

Thank you for this opportunity. I look forward to starting my journey at [Company Name]!

Sincerely,

[Your Name]