

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the [Project Title] position at [Company Name]. I appreciate the opportunity and am excited to contribute to the team.

As discussed, I understand my role will commence on [Start Date] and will span [Duration of the Project]. I confirm my acceptance of the salary of [Salary Amount] and any other terms discussed during our meetings.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company Name].

Sincerely,
[Your Name]