

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the job offer for the [Job Title] position at [Company Name]. I am excited about the opportunity to join your team.

To proceed with the acceptance, I would appreciate it if you could confirm the following details regarding the offer:

- Position Title
- Salary and Benefits
- Start Date
- Work Location
- Any additional terms and conditions

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]