

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

[Hiring Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the [Job Title] position with [Company/Organization Name] as discussed in your offer letter dated [Offer Date]. I am excited about the opportunity to contribute to [specific details about the job or organization] and am eager to join the team.

I understand that my starting salary will be [Salary Amount] and my start date will be [Start Date]. Please let me know if there are any additional documents you need me to complete or any further steps I should take prior to my start date.

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

Sincerely,

Your Name