

[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]

Dear [Hiring Manager's Name],

I am thrilled to accept the offer for the Financial Analyst position at [Company's Name]. I would like to express my gratitude for this opportunity and the confidence you have placed in me.

As discussed, I accept the starting salary of [Salary Amount] and the benefits outlined in the offer letter. I am eager to start on [Start Date] and contribute to the team's success.

Thank you once again for this incredible opportunity. I look forward to joining [Company's Name] and working with such a talented team.

Sincerely,

[Your Name]