

[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 writing to formally accept the offer for the position of Executive Assistant at [Company's Name], as outlined in your letter dated [Date of Offer Letter]. I am excited about the opportunity to contribute to your team and support [specific names or projects, if relevant].

I appreciate the terms of employment as discussed, including the starting salary of [Salary Amount], benefits, and my start date of [Start Date].

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

Sincerely,

[Your Name]