

Response to Job Offer

[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],

Thank you for offering me the position of Database Administrator at [Company Name]. I am excited about the opportunity to join your team and contribute to the innovative projects at your organization.

After careful consideration, I am pleased to accept the offer. I am looking forward to utilizing my skills in database management and collaboration to help [Company Name] achieve its goals.

Please let me know if there are any documents or details you need from my side before my start date of [Start Date].

Thank you once again for this incredible opportunity. I look forward to working with you and the team.

Sincerely,
[Your Name]