

[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 job offer for the position of [Job Title] at [Company's Name]. I appreciate the opportunity and am enthusiastic about joining your team.

As discussed, my start date will be [Start Date], and I will be compensated with a salary of [Salary Amount] along with the benefits outlined in the offer letter. I am looking forward to contributing to the success of the team and am eager to begin my work.

Thank you once again for this opportunity. Please let me know if there are any documents or further information required from my side before my start date.

Sincerely,

[Your Name]