

John Doe

123 Main Street

City, State, ZIP

Email: johndoe@email.com

Phone: (123) 456-7890

Date: [Insert Date]

Hiring Manager

Company Name

Company Address

City, State, ZIP

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name] as discussed. I would like to express my gratitude for this opportunity and I am excited to contribute to the team.

As per our discussion, I understand that my start date will be [Start Date] and my salary will be [Salary]. Additionally, I confirm my acceptance of the benefits as outlined in the offer letter.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team at [Company Name]. Please let me know if you need any more information from my side prior to the start date.

Sincerely,

John Doe