

[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 am grateful for this opportunity and excited to join your team.

As discussed, I confirm my start date will be [Start Date], and my salary will be [Salary Amount] with the benefits outlined in the offer letter.

Thank you once again for this opportunity. I look forward to contributing to the team and achieving great things together.

Sincerely,

[Your Name]