

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],

I am writing to formally accept the offer of employment for the position of [Job Title] at [Company Name] as discussed in our previous conversations. I am excited to join your team and contribute to [specific company goals or projects].

I appreciate the details discussed regarding my salary of [Salary Amount], start date of [Start Date], and other employment benefits. I confirm my acceptance of these terms.

Thank you once again for this incredible opportunity. I look forward to working with you and the rest of the team at [Company Name].

Sincerely,
[Your Name]