

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 for the [Job Title] position at [Company Name]. I am excited about the opportunity to join your team and contribute to the company.

As discussed, my starting salary will be [Salary Amount], and my start date will be [Start Date]. I appreciate the benefits package and am looking forward to participating in the team shortly.

Thank you once again for this opportunity. Please let me know if you need any further information from my side before my start date.

Sincerely,
[Your Name]