

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 consulting position at [Company Name]. I appreciate the opportunity and am excited to contribute to your team.

As per our discussion, I understand that my starting salary will be [Salary Amount], and my start date is set for [Start Date]. I also acknowledge the benefits package that includes [Briefly List Benefits].

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

Sincerely,

[Your Name]