

[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 position of [Job Title] with [Company Name] as an expatriate. I am thrilled about the opportunity to join your team and contribute to [specific project or value].

I appreciate the comprehensive terms outlined in the offer letter dated [Offer Letter Date], including the salary of [Salary Amount], relocation assistance, and the benefits package. I am confident that my skills and experience will enable me to make a positive impact at [Company Name].

Please let me know if there are any documents or additional information required prior to my start date of [Start Date]. I look forward to making this transition and becoming part of the [Company Name] family.

Thank you once again for this opportunity.

Sincerely,

[Your Name]