

[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 acknowledge my acceptance of the leadership offer for the [Position Title] at [Company's Name]. I am grateful for the opportunity to join your team and contribute to the organization's success.

Thank you for entrusting me with this responsibility. I look forward to starting on [Start Date] and working alongside the team to achieve our goals.

Best regards,

[Your Name]