

Acceptance of Offer for Senior Management Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the Senior Management position within the Cybersecurity team at [Company Name]. I would like to express my gratitude for the opportunity to be a part of such an esteemed organization.

After reviewing the terms outlined in the offer letter, I am pleased to confirm my acceptance of the position, with a start date of [Start Date]. I am enthusiastic about contributing to [Company Name] and working with the team to enhance our cybersecurity posture.

Thank you once again for this incredible opportunity. I look forward to starting this new chapter of my career and contributing to the success of the organization.

Sincerely,

[Your Name]