

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the [Job Title] (Remote) position at [Company Name]. I am truly honored to have been selected and would like to extend my heartfelt thanks for this wonderful opportunity.

I appreciate your confidence in me and am excited about joining your team and contributing to [mention company goals, mission, or your specific role] in this innovative and flexible remote working environment. I am eager to bring my skills and experience to [Company Name] and to collaborate with such a talented group of professionals.

As discussed, I confirm my start date will be [Agreed Start Date], and I understand the terms and expectations outlined in the offer. Please let me know if there are any documents or further steps required before my start date.

Thank you once again for this opportunity. I look forward to beginning this new chapter and contributing to the continued success of [Company Name].

Sincerely,
[Your Name]