

[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 of employment for the position of **[Job Title]** at **[Company Name]**. I would like to express my gratitude for this opportunity and my enthusiasm to join your team.

I am pleased to confirm my acceptance of the position as outlined in your offer letter dated **[Offer Date]**, including the agreed-upon salary of **[Salary Amount]** and benefits package.

As discussed, I appreciate your recognition of my need for a flexible working schedule. I am confident that the mutually agreed-upon flexible working hours will allow me to maintain a healthy work-life balance and increase my overall productivity. I am committed to ensuring that all job responsibilities and expectations are met while adhering to the flexible work arrangement mutually established.

I look forward to joining **[Company Name]** and contributing to the team's success. Please let me know if there are any additional documents or steps required as I prepare for my start date on **[Start Date]**.

Thank you once again for this opportunity. I am eager to become a part of **[Company Name]** and work closely with the team.

Sincerely,  
[Your Name]