

Date: [Insert Date]

[Recipient's Name]
[Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I would like to express my sincere gratitude for this opportunity and thank you and the selection committee for your confidence in my abilities.

I appreciate the time and effort you invested throughout the interview process, as well as the detailed information you provided about the role and the organization. I am very enthusiastic about joining your team and contributing to [Company Name]'s continued success.

As discussed, I understand that my starting salary will be [Salary Amount] with additional benefits as outlined in the offer letter. I am excited to begin on [Start Date], and I look forward to collaborating with my new colleagues.

Thank you again for this wonderful opportunity. Please let me know if there are any forms, documents, or other information you need from me prior to my start date.

I look forward to becoming part of [Company Name] and contributing to its mission and goals.

Sincerely,
[Your Name]