

[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 would like to express my sincere gratitude for offering me the position of **[Job Title]** at **[Company Name]**. I am excited to officially accept this wonderful opportunity and look forward to joining your team.

As discussed, I am pleased to confirm my acceptance of the offer with an annual salary of **\$[Negotiated Salary Amount]**. My understanding is that my start date will be **[Start Date]**.

Thank you again for this opportunity. I am truly enthusiastic about becoming a part of **[Company Name]** and contributing to the team's continued success. Please let me know if there are any forms or additional documents I should complete prior to my start date.

Warm regards,

[Your Name]