

Subject: Acceptance of Job Offer â€“ [Your Name]

Dear [Hiring Manager'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 I am enthusiastic about joining your team.

As discussed, I confirm my starting date will be **[Confirmed Start Date]**. Please let me know if there are any documents or additional information required from me prior to my first day.

Thank you once again for this opportunity. I look forward to contributing to **[Company Name]** and working with you and the rest of the team.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]