

[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 for the position of **[Job Title]** at **[Company Name]**. I am grateful for this opportunity and enthusiastic about joining your team.

I would like to confirm my understanding of the employment terms as outlined in the offer letter dated **[Offer Date]**, including the salary, benefits, and start date of **[Start Date]**. As discussed, my acceptance of this offer is based upon the provision of relocation assistance as described in our previous communications.

I appreciate the support **[Company Name]** is providing through the relocation package, which includes the following benefits:

- Reimbursement for moving expenses up to **[Amount or Details]**
- Temporary housing assistance for **[Duration]**
- Support with finding a new residence in **[Location]**
- Other agreed-upon support: **[Any Additional Benefits]**

Thank you again for this incredible opportunity. I look forward to contributing to the success of **[Company Name]** and working with the team. Please let me know if there are any further steps or documentation required on my part prior to my start date.

Sincerely,  
[Your Name]