

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [HR Manager's Name],

I am writing to formally accept the offer of employment for the position of [Job Title] at [Company Name]. I am grateful for the opportunity and look forward to joining your esteemed organization.

As discussed and agreed upon, I confirm my joining date as **[Specified Joining Date]**. Please let me know if there are any forms or additional documents I should complete prior to my start date, or if there are any onboarding procedures I should be aware of.

Thank you once again for this opportunity. I am eager to contribute to the team and am looking forward to working with everyone at [Company Name].

Sincerely,
[Your Name]