

[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 for the position of [Job Title] with [Company Name]. I would like to express my sincere gratitude for this opportunity and for the confidence you have shown in selecting me as part of your team.

I am pleased to confirm my joining date as **[Agreed Joining Date]**, as discussed and agreed upon. I understand the responsibilities and expectations outlined in the offer and am committed to fulfilling my role to the best of my abilities.

Thank you once again for this opportunity. Please let me know if there are any documents or further steps required from my end prior to my start date.

I look forward to joining [Company Name] and contributing positively to the team.

Yours sincerely,  
[Your Name]