

Acceptance Letter with Thanks for Job Offer

[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 would like to thank you and the team for your confidence in my abilities.

I appreciate the time taken to interview me and provide detailed information about the role and your organization. I am excited to join the team and contribute to the ongoing success of [Company Name].

Please let me know if there are any forms or documents you need me to complete prior to my start date on [Start Date]. Once again, thank you for this wonderful opportunity. I look forward to working with you and the rest of the team.

Sincerely,
[Your Name]