

Email Acceptance of Job Offer – Thank You Template

Subject: Acceptance of Job Offer – [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 want to express my sincere gratitude for this opportunity and for your confidence in me.

I am excited to join your team and contribute to **[Company Name]**'s continued success. As discussed, I confirm my start date will be **[Start Date]**, with an annual salary of **[Salary]** and the benefits outlined in the offer letter.

Thank you again for this wonderful opportunity. Please let me know if there are any forms or additional steps I should complete prior to my start date.

I look forward to working with you and the rest of the team!

Best regards,

[Your Full Name]

[Your Phone Number]

[Your Email Address]