

Formal Acceptance Letter with Appreciation to Hiring Manager

[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 position of [Job Title] at [Company Name], as outlined in your offer letter dated [Offer Date]. I would like to sincerely thank you for this incredible opportunity and for the confidence you have shown in my abilities by selecting me for this role.

I am genuinely excited to join the [Company Name] team and contribute to the continued success and growth of the organization. I appreciate the detailed information you provided during the interview process and the supportive atmosphere you and the team have created.

Please let me know if there are any documents or additional steps required from my side before my start date on [Start Date]. I look forward to collaborating with you and the rest of the team.

Thank you once again for this wonderful opportunity. I am eager to bring my skills and enthusiasm to [Company Name] and to work alongside a group of talented professionals under your guidance.

Sincerely,

[Your Name]