

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

[HR Manager's Name]  
[HR Department]  
[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] at [Company Name]. I would like to extend my sincere gratitude to you and the HR department for considering my application and for offering me this wonderful opportunity.

I am truly excited to join the [Company Name] team and to contribute to the organization's ongoing success. I appreciate the time and effort invested throughout the selection process, and I am grateful for the confidence you have shown in me.

Please let me know if there are any formalities or documentation required prior to my start date. I am committed to bringing dedication, enthusiasm, and a strong work ethic to my new role, and I look forward to becoming an integral part of the team.

Thank you once again for your support and consideration. I am eager to begin this new chapter at [Company Name].

Sincerely,  
[Your Name]