

[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]** as a remote employee. I am grateful for the opportunity and appreciate your confidence in me.

As discussed, my official start date will be **[Start Date]**. My annual salary will be **[Salary Amount]**, with the understanding that I will be working remotely as outlined in the terms of the offer letter. I also acknowledge the remote work policies and procedures shared with me.

I look forward to joining the team and contributing to the continued success of **[Company Name]**. Please let me know if there are any documents or further information needed prior to my start date.

Thank you once again for this wonderful opportunity. I am eager to begin my new role and look forward to working with you and the team.

Sincerely,  
[Your Name]