**[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 **[Position Name]** in the **[Department Name]** department at **[Company Name]**. I am thrilled to be a pt of the team and appreciate the opportunity to add my skills and expertise to the organization.

As previously agreed, my start date is **[Start Date],** and my pay is **[Salary Amount]**. I am also glad to indicate that I accept the other terms and conditions in the offer letter.

I'd like to convey my gratitude for the time and thought you and the rest of the recruiting team have given to my application. I am convinced this role will be a good fit for me, and I am excited to begin.

Is there any information or documents that I must supply before my start date? Could you send me the company's benefits package so I can look through it and prepare accordingly?

Thank you for this opportunity once more. I am excited to join the team and make a meaningful contribution to **[Company Name]**.

**Sincerely,**

**[Your Signature]**

**[Your Typed Name]**