[Your Name]
[City, State]
[Phone] · [Email]

[Date]

[Hiring Manager's Name]
[Title]
[Company Name]
[Address]

Dear [Hiring Manager's Name],

Thank you for offering me the position of [Job Title] at [Company Name]. I am delighted to formally accept the offer.

As discussed, I understand my starting salary will be [$amount] per [year / hour], with [benefits, e.g. health insurance and 15 days of PTO], and my start date will be [date]. [Add any other agreed terms, such as a signing bonus or remote work schedule.]

Please let me know if there is any paperwork I should complete before my first day, or anything else I can do to prepare.

Thank you again for this opportunity. I'm excited to join the team and look forward to contributing to [Company Name]'s success.

Sincerely,

[Your Name]