

Friendly and informal acceptance

Subject: Yes! Accepting the [Position Title] Offer

Hi [First Name],

I'm excited to officially accept the [Job Title] position with [Company Name]! Thank you so much for this amazing opportunity.

Everything in the offer looks great – the salary, benefits, and start date all work perfectly for me. I can't wait to dive in and start contributing to the team's success.

I'm particularly looking forward to working on [specific project or aspect mentioned during interviews] and collaborating with everyone I met during the interview process. The company culture and mission really resonated with me.

Just let me know what next steps you need from me, and I'll take care of everything on my end. I'm ready to hit the ground running!

Thanks again for believing in me. See you soon!

Best,

[Your Name]

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