

Formal Offer Acceptance

Subject: Acceptance of Job Offer for [Position Title]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Position Title] at [Company Name]. I am truly grateful for the opportunity and am excited to begin contributing to your esteemed organization.

I confirm that I agree to the terms of employment as outlined in the offer letter, including the salary, benefits, and start date of [Start Date]. I appreciate the confidence you have shown in me, and I look forward to applying my skills to support the company's mission and goals.

Thank you once again for this opportunity. I am eager to join the team and make a positive impact.

Sincerely,

[Your Name]

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