

Official Acceptance and Gratitude Letter

Subject: Acceptance of Job Offer and Thanks

Dear [Hiring Manager's Name],

I am writing to formally accept your offer for the [Position Title] role at [Company Name]. I am truly grateful for the opportunity and for the confidence placed in me.

I look forward to joining the team and contributing to the company's success. Please let me know if there are any documents I should complete prior to my start date on [Start Date].

Thank you again for this opportunity.

Sincerely,

[Your Name]

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