Subject line: [Your Name] – Offer Acceptance

Dear [Hiring Manager or Supervisor's Name],

I am pleased to formally accept the offered position as [position] with [company]. Thank you for the opportunity.

As the offer letter displays and as we previously discussed on the phone, I accept the starting salary of [offered salary] with the availability of benefits after [number of months].

I look forward to starting on [start date]. If you require any additional information from me before then, please let me know. You can reach me by phone at [your phone number] or by email at [your email address].

Looking forward to meeting the team and getting started in the new role.

Sincerely,

[Your Name]