[Your name] · [Address] · [Email] · [Date]

Dear [Hiring manager],

Thank you for offering me the position of [Job title] at [Company]. I am pleased to accept the offer at a salary of [amount], with a start date of [date].

I look forward to joining the team. Please let me know if you need any further information before my first day.

Sincerely,
[Your name]

Notes