**Acceptance email template**

Subject line: (Your Name) – Offer Acceptance

Dear (Hiring Manager or Supervisor’s Name),

Please accept this email as my formal acceptance of the offered position as (position) with (company). I thank you for the opportunity, and I look forward to applying my skills to the position.

As the offer letter displays and as we previously discussed on the phone, I accept the starting salary of (offered salary) with (benefits packaged offered).

I look forward to beginning work and meeting the team 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).

Thank you again for giving me the opportunity to demonstrate my value to the team.

Sincerely,  
(Your Name)