

[Your Full Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

Subject: Acceptance of Graduate Placement Offer - [Job Title]

I am writing to formally accept your offer for the [Job Title] position within the [Department Name] at [Company Name], as outlined in the offer letter dated [Date of Offer Letter].

I am excited to begin my career with [Company Name] and look forward to contributing to the team. As requested, I confirm my start date will be [Start Date].

I have attached the signed contract and the required documentation mentioned in the offer package. Please let me know if there are any further steps or additional information needed prior to my first day.

Thank you for this opportunity.

Sincerely,

[Your Signature]

[Your Printed Name]