

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company's Name] as discussed. I am very excited about the opportunity to join your team and contribute to [specific goals or projects of the company].

As per our agreement, I understand that my starting salary will be [Salary Amount] with [any additional benefits or terms]. I am eager to start on [Start Date] and will ensure that I complete any necessary paperwork prior to my start date.

Thank you once again for this wonderful opportunity. I look forward to working together.

Sincerely,
[Your Name]