

[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 job offer for the position of [Job Title] at [Company's Name] as discussed in our recent conversation/meeting. I am grateful for the opportunity and excited to be a part of your team.

I understand that my starting salary will be [Salary] and I will begin on [Start Date]. I appreciate the confidence you have shown in me and I look forward to contributing to the continued success of [Company's Name].

Thank you once again for this opportunity. Please let me know if there are any documents or additional information you need me to provide prior to my start date.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]