

[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], which was extended to me on [Offer Date]. I am grateful for this opportunity and excited to contribute to your team. As discussed, I understand that my starting salary will be [Salary Amount] with additional benefits including [List of Benefits]. My start date will be [Start Date].

Thank you once again for this opportunity. I look forward to joining [Company's Name] and contributing to the success of the team.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]