

[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 [Job Title] position at [Company's Name] as discussed on [Date of Offer]. I am excited about the opportunity to join your team and contribute to [specific project or goal relevant to the company].

As per our conversation, I understand that my starting salary will be [Salary Amount], with additional benefits including [list any relevant benefits]. I confirm my start date as [Start Date].

Thank you once again for this opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,
[Your Name]