

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to formally accept your offer for the [Position Title] at [Company/Organization Name], which was extended to me on [Date of Offer]. I am excited to join your team and contribute to [specific goals or projects related to the job].

As discussed, my start date will be [Start Date], and I will be receiving a salary of [Salary Amount] along with the benefits outlined in the offer letter. I appreciate the opportunity and am looking forward to working with such a talented group of individuals.

Thank you once again for this opportunity. Please let me know if there are any forms or information needed from me before my start date.

Sincerely,

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