

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Job Title] with [Company/Organization Name]. I am excited about the opportunity to contribute to [specific project or aspect of the company] and to work with such a talented team.

As discussed, my starting salary will be [Salary Amount], with a start date of [Start Date]. I confirm my acceptance of the terms outlined in the offer letter.

Thank you once again for this opportunity. I look forward to joining [Company/Organization Name] and contributing to its success.

Sincerely,

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