

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

[Recipient's Name]
[Recipient's Position]
[Bziers Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that your application for the position of [Job Title] at Bziers has been accepted. We were impressed with your qualifications and believe you will be a valuable addition to our team. Your starting date will be [Start Date], and your initial salary will be [Salary Amount]. Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline].

We look forward to working with you and are excited about your future contributions to Bziers.

Best regards,

[Your Name]
[Your Position]
[Bziers Company Name]
[Enclosure: Job Offer Acceptance Form]