

[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. I am enthusiastic about joining your team and contributing to the [specific goal or project mentioned during the interview].

I confirm my acceptance of the starting salary of [salary amount] and acknowledge the starting date of [start date]. I appreciate the benefits outlined in the offer letter and look forward to receiving further information regarding my onboarding process.

Thank you once again for this opportunity. I am excited to be a part of [Company's Name] and am eager to start my journey with the team.

Sincerely,
[Your Name]