

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer of employment for the position of [Job Title] at [Company Name]. I am excited to join the team and contribute to [specific company goals or projects].

As discussed, my starting salary will be [Salary Amount] per [hour/year], and my start date will be [Start Date]. I understand that my employment is subject to [mention any conditions, if applicable].

Please let me know if there are any forms or documents you need from me before my start date.

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

Sincerely,
[Your Name]