

[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 position of Data Entry Clerk at [Company's Name], as offered on [Offer Date]. I am excited about the opportunity to contribute to your team and bring my skills in data management to [Company's Name].

As discussed, my starting salary will be [Salary Amount], with a start date of [Start Date]. I understand that my work hours will be from [Work Hours] and that I will be reporting directly to [Supervisor's Name or Title].

I appreciate the valuable opportunity and am looking forward to working closely with the team. Please let me know if there are any documents or information you require from me before my start date.

Thank you once again for this opportunity.

Sincerely,  
[Your Name]