

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

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

Dear [Recipient's Name],

I am writing to formally accept your offer for the position of [Job Title] at [Company Name], as discussed in our recent conversation on [Date of Offer]. I am excited about the opportunity to join your team and contribute to [specific project or goal related to the company].

I confirm my acceptance of the offer with a starting salary of [Salary Amount] and the benefits outlined in the offer letter. I understand my start date will be [Start Date].

Thank you for this opportunity. I am looking forward to working with everyone at [Company Name] and am eager to contribute to the team's success.

Please let me know if you need any additional information from my side before my start date.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]