

[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], which was extended to me 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].

As discussed, my starting salary will be [Agreed Salary] with benefits commencing on [Start Date]. I appreciate the trust you have placed in me, and I am eager to contribute my skills in [relevant skills/experience] to help [Company's Name] achieve its objectives.

Please let me know if there are any documents or additional information you need from me prior to my start date. Thank you once again for this opportunity. I look forward to working with you and the team.

Sincerely,  
[Your Name]