

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your 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 on [date of offer]. I am excited about the opportunity to join your team and contribute to [specific aspect of the company or team].

I appreciate the offer of [salary amount] and the terms of employment outlined in the offer letter. I confirm my start date will be [start date], and I will complete any necessary paperwork and orientation as required.

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

Sincerely,  
[Your Name]