

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Position Title] with [Company/Organization Name]. I am excited about the opportunity to join your team and contribute to [specific project or value of the company].

As discussed, I confirm my starting salary of [Salary Amount] and my start date of [Start Date]. I appreciate the benefits package mentioned, and I look forward to our collaboration.

Thank you once again for this opportunity. I am eager to start and will be in touch to confirm all the necessary details before my start date.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)