

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally respond to the job offer for the position of [Job Title] at [Company's Name], which I received on [Date of Offer].

I am excited to accept the offer and am grateful for the opportunity to join such a reputable organization. I look forward to contributing to [mention any specific projects or goals related to the role] and being part of the team.

As discussed, I confirm my starting salary will be [Salary Amount] and my start date will be [Start Date]. Please let me know if you need any further information or paperwork from me prior to my start date.

Thank you once again for this opportunity. I am eager to begin my journey with [Company's Name].

Sincerely,
[Your Name]