

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

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

Dear [Employer's Name],

I am writing to formally accept the offer for the position of [Job Title] with [Department/Organization Name]. I am grateful for the opportunity and am excited to contribute to your team.

As per our discussion, I understand that my starting salary will be [Salary Amount], with a start date of [Start Date]. I appreciate the benefits package outlined in your offer letter and look forward to participating in [specific training or initiation processes if applicable].

Please let me know if there are any documents or further information you need from me prior to my start date.

Thank you once again for this wonderful opportunity. I look forward to working with you and the rest of the team.

Sincerely,
[Your Name]