

[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 job offer for the position of [Job Title] at [Company's Name] as discussed in your offer letter dated [Date of Offer Letter]. I am excited about the opportunity to join your team and contribute to [specific projects or values of the company].

I confirm my start date as [Start Date] and I have reviewed the terms and conditions outlined in the offer. I appreciate the support regarding [mention any relocation assistance, work permit, etc.], which will help facilitate my move to [Country/Location].

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

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]