

[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 offer for the position of [Job Title] at [Company's Name], as discussed in our previous conversations. I am excited to join your team and contribute to [specific goal or project relevant to the role].

As per our agreement, I understand that my starting salary will be [Salary Amount] with [any benefits discussed]. I confirm my start date will be [Start Date].

Thank you for this wonderful opportunity. I look forward to being part of [Company's Name] and contributing to its success.

Sincerely,  
[Your Name]