

[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 your offer for the [Job Title] position at [Company's Name], which I received on [Date of Offer]. Thank you for this wonderful opportunity; I am excited to join your team and contribute to the company's success.

I accept the starting salary of [Salary Amount] and the benefits package as outlined in the offer letter. I confirm that my start date will be [Start Date].

Please let me know if you need any further information from me before my start date.

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

Sincerely,
[Your Name]