

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

Dear [Employer's Name],

I am writing to formally accept the position of Janitor at [Company Name] as offered in your letter dated [Offer Date]. I am excited to be a part of your team and contribute to maintaining a clean and safe environment. As discussed, I understand my starting salary will be [Salary Amount] per [hour/year], and I will begin my employment on [Start Date]. I appreciate the opportunity and look forward to working alongside the team at [Company Name].

Thank you once again for this opportunity. Please let me know if you need any further information from my end before my start date.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]