

[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 our recent conversation dated [Date of Offer]. I am grateful for this opportunity and excited to join your team.

As we agreed, my starting salary will be [Salary Amount], and I will begin work on [Start Date]. I look forward to contributing to the success of [Company's Name] and working alongside such a talented group of individuals.

Thank you once again for this opportunity. Please let me know if you need any further information or paperwork from my side.

Sincerely,

[Your Name]

[Your LinkedIn Profile] (optional)