

[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 [Job Title] position at [Company's Name] as discussed in our recent communications. I appreciate the opportunity and am excited to join your team on [start date].

As we discussed, my starting salary will be [salary amount], with the benefits we outlined. I look forward to contributing to [Company's Name] and am eager to bring my skills to the role.

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

Sincerely,  
[Your Name]