

[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 on [Date of Offer]. I am thrilled about the opportunity to join your team and contribute to the exciting projects at [Company's Name].

As per our agreement, I understand my starting salary will be [Salary Amount] with [any other specifics, e.g., benefits, start date]. I am looking forward to starting on [Start Date] and am eager to bring my skills and experience to your organization.

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

Sincerely,
[Your Name]