

[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 offer for the [Job Title] position at [Company Name] as outlined in your offer letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to [specific aspect of the company or team].

I confirm my start date as [Start Date] and agree to the terms and conditions, including the salary of [Salary Amount] and benefits as discussed.

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

Sincerely,

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