

[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]. I appreciate the opportunity and am excited to join the team.

As discussed, I understand my starting salary will be [Salary Amount], and my start date is [Start Date].

Thank you once again. I look forward to contributing to the company's success.

Sincerely,
[Your Name]