

[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 excited to formally accept the job offer for the [Job Title] position at [Company's Name] as discussed in our recent conversations. I appreciate this opportunity and am enthusiastic about joining your team. I accept the terms outlined in the offer letter dated [Date of Offer Letter], including the starting salary of [Salary Amount], benefits, and starting date of [Start Date].

Thank you once again for this incredible opportunity. I look forward to contributing to the success of [Company's Name] and am eager to begin my new role.

Sincerely,
[Your Name]