

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 outlined in your offer letter dated [Offer Date]. I am excited to join your team and contribute to [specific project, team, or company goal].

As discussed, I am pleased to accept the following terms of employment:

- ****Start Date:**** [Start Date]
- ****Salary:**** [Salary Amount] per [hour/year]
- ****Benefits:**** [Briefly outline any benefits discussed, e.g., health insurance, retirement plans, etc.]
- ****Other Terms:**** [Any additional terms or conditions]

I appreciate the opportunity to be a part of [Company's Name] and am eager to bring my skills in [specific skills or experiences relevant to the job] to contribute to the team's success.

Thank you once again for this opportunity. Please let me know if you need any further information or paperwork from my side before my start date.

Sincerely,

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