

[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 position of [Job Title] at [Company's Name] as outlined in your letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to [Company's Name]'s success.

As discussed, my starting salary will be [Salary Amount] with benefits that include [Briefly List Benefits, if applicable]. I confirm my start date as [Start Date].

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

Sincerely,
[Your Name]