

[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 thrilled to formally accept the job offer for the position of [Job Title] at [Company Name]! I appreciate the opportunity and am excited to contribute to the team starting on [Start Date].

Thank you for your warm welcome during the interview process and for providing me with insights into the company culture. I am looking forward to working with everyone and contributing to the exciting projects at [Company Name].

Please let me know if there are any documents or additional information you need from me before my start date.

Thank you once again!

Best regards,

[Your Name]