

[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], as discussed in our recent conversation/meeting. I am excited about the opportunity to join your team and contribute to the success of the company.

As per our discussion, my starting salary will be [Salary Amount] and my start date will be [Start Date]. I appreciate the benefits package that was provided, and I look forward to working with you and the rest of the team.

Thank you once again for this incredible opportunity. Please let me know if you need any additional information from my side to finalize the paperwork.

Sincerely,
[Your Name]