

[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 discussed in our recent conversation. I am excited to join your team and contribute to [mention any specific project, value, or goal related to the company or team].

As we agreed, my start date will be [Start Date], and my salary will be [Salary] with benefits as outlined in the offer letter. I am eager to bring my skills in [Your Relevant Skills/Experience] to [Company's Name] and collaborate with my new colleagues.

Thank you once again for this opportunity. I look forward to working together and contributing to the success of [Company's Name].

Sincerely,

[Your Name]

[Your LinkedIn Profile or Professional Website, if applicable]