

[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]. I am grateful for the opportunity and am excited to join your team.

I confirm my start date as [Start Date]. Please let me know if there are any documents or additional information you need from me before then.

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

Sincerely,
[Your Name]