

[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 job offer for the position of [Job Title] at [Company's Name], as discussed in our recent conversations. I am excited about the opportunity to join your team and contribute to [specific project or goal of the company, if applicable].

I appreciate the offer of [salary/compensation details] and agree to the terms of employment outlined in the offer letter dated [date of offer letter]. I confirm my start date as [start date] and look forward to working with you and the rest of the team.

Thank you once again for this opportunity. Please let me know if there are any onboarding procedures I should complete prior to my start date.

Sincerely,  
[Your Name]