

[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 conversations. I am excited about the opportunity to join your team and contribute to the great work being done at [Company's Name].

I appreciate the terms outlined in the offer, including the starting salary of [salary amount] and the benefits package. I am looking forward to starting on [start date] and becoming a part of the [specific team or project, if applicable].

Thank you once again for this wonderful opportunity. Please let me know if you need any further information from my side prior to my start date.

Sincerely,
[Your Name]