

[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 previous conversations. I am excited about the opportunity to join your team and contribute to [specific project or goal related to the company].

As per the terms of the offer, I understand my starting salary will be [Salary Amount], and my starting date will be [Start Date]. I appreciate the confidence you've shown in me and look forward to working with you and the team.

Thank you once again for this opportunity. Please let me know if there are any documents or further information you need from me before my start date.

Sincerely,
[Your Name]