

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Employer's Name],

I am delighted to accept the position of [Job Title] at [Company's Name].

I appreciate the opportunity and look forward to contributing to the team.

As discussed, I will begin on [Start Date] and agree to the terms outlined in the offer letter.

Thank you once again for this opportunity!

Sincerely,  
[Your Name]