

[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 appreciate the opportunity and am excited to be part of the team.

As discussed, I am looking forward to starting on [Start Date] and will be receiving a salary of [Salary Amount] with the agreed-upon benefits. Thank you once again for this opportunity. Please let me know if you need any further information from my side.

Sincerely,
[Your Name]