

[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]. I am thrilled about the opportunity to join your team and contribute to [mention any specific project, value, or goal of the company].

As discussed, I understand my starting salary will be [Salary Amount], and my start date will be [Start Date].

Thank you once again for this incredible opportunity. I look forward to working with you and the rest of the team at [Company's Name].

Sincerely,
[Your Name]