

[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 thrilled to accept the [Job Title] position at [Company's Name], as discussed in our recent conversations. I am grateful for the opportunity and excited to contribute to such an innovative team.

The values and vision of [Company's Name] resonate deeply with me, and I look forward to bringing my skills in [Your Skills/Experience Related to the Job] to enhance our collective success. I am especially eager to work on [specific project or initiative related to the role] and collaborate with such talented colleagues.

As we discussed, my start date will be [Start Date], and I am ready to complete any necessary pre-employment paperwork. Thank you once again for this incredible opportunity--I can't wait to get started!

Best regards,

[Your Name]