

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

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally confirm my acceptance of the [Job Title] position at [Company Name], as discussed in our recent conversations.

I am truly excited about the opportunity to join your team and contribute to [specific goals or projects related to the job/organization]. I appreciate the confidence you have shown in me and I am eager to bring my skills and enthusiasm to [Company Name].

Please let me know if there are any forms or details I need to complete prior to my start date on [Start Date]. Thank you once again for this wonderful opportunity. I look forward to working with you and the rest of the team.

Warm regards,

[Your Name]