

[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 am writing to formally accept your offer for the position of [Job Title] at [Company Name]. I appreciate the opportunity and am excited to join your team.

As discussed, my starting salary will be [Salary Amount], and I understand that my start date will be [Start Date]. I am also looking forward to participating in [any relevant training, benefits, or other details].

Thank you once again for this opportunity. I am eager to contribute to [Company Name] and be a part of the [mention any specific project or team, if applicable].

Sincerely,
[Your Name]