

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Employer's Title]
KTVU

[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally accept the offer of employment for the position of [Job Title] at KTVU. I am enthusiastic about the opportunity to contribute to your team and bring my skills in [mention relevant skills or experience].

As discussed, my starting salary will be [Salary Amount], and I understand that my start date will be [Start Date]. I am excited to bring my experience in [mention any relevant experience or background] to KTVU and to collaborate with the talented team at your station.

Please let me know if there are any documents or further information you require from me before my start date. Thank you for this incredible opportunity.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your LinkedIn Profile or Professional Website, if applicable]