

[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 offer for the [Job Title] position at [Company's Name]. I am excited about the opportunity to join your esteemed organization and contribute to the team.

I am pleased to confirm my acceptance of the offered salary of [Salary Amount] along with the benefits outlined in the offer letter. As discussed, my start date will be [Start Date].

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

Sincerely,
[Your Name]