

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 position of [Job Title] at [Company's Name] as discussed. I appreciate the opportunity and am excited to join your team.

As we discussed, my starting salary will be [Salary Amount] with the following benefits: [List any benefits]. I understand my start date will be [Start Date].

Thank you for this opportunity. I look forward to contributing to the success of [Company's Name].

Sincerely,
[Your Name]