

[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] as discussed. I am very excited about the opportunity to join your team and contribute to [specific goals or projects of the company].

As per our conversation, I understand that my starting salary will be [Salary Amount] with additional benefits including [list any benefits discussed, e.g., health insurance, retirement plans, etc.]. I confirm that I will be starting on [Start Date].

Thank you once again for this opportunity. I look forward to working with you and the rest of the team.

Sincerely,  
[Your Name]