

[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 job offer for the [Job Title] position at [Company's Name] as discussed. I am excited to join the team and contribute to [specific project or goal].

I confirm my start date as [Start Date] and the agreed salary of [Salary Amount].

Thank you for this opportunity. I look forward to working together.

Sincerely,
[Your Name]