

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name], as outlined in your letter dated [Date of Offer Letter]. After careful consideration, I am excited to join your team and contribute to [specific goals or values of the company].

As discussed, my starting salary will be [Salary Amount], and I understand that my start date will be [Start Date]. I appreciate the opportunity and look forward to working with you and the rest of the team.

Thank you once again for this opportunity. Please let me know if you need any further information from my side prior to my start date.

Sincerely,
[Your Name]