

[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 position of [Job Title] at [Company's Name], as discussed. I am truly grateful for this opportunity and excited to join such a reputable team.

I appreciate the offer of [mention any relevant details such as salary, benefits, start date, etc.], which I gladly accept. I am looking forward to contributing my skills and working alongside everyone at [Company's Name].

Thank you once again for this incredible opportunity. I am eager to get started on [Start Date].

Sincerely,
[Your Name]