

[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 remote position of [Job Title] at [Company's Name] as discussed on [Date of Offer]. I am excited about the opportunity to contribute to your team and am looking forward to starting on [Start Date].

I appreciate the terms outlined in the offer letter, including the salary of [Salary] and the benefits package. I am eager to bring my skills and experience to [Company's Name] and collaborate with the team on [specific projects or responsibilities if applicable].

Please let me know if there are any documents or additional information you need from me before my start date.

Thank you once again for this opportunity. I am looking forward to joining [Company's Name].

Sincerely,
[Your Name]