

[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 in our previous correspondence. I am excited about the opportunity to join your team and contribute to [specific details about the company or role].

I am pleased to confirm my start date as [Start Date], as proposed.

Please let me know if there are any further steps I need to complete before my 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]