

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally accept the offer for the [Job Title] position at [Company's Name]. I am grateful for the opportunity and excited to be a part of your esteemed team.

As discussed, I understand my starting salary will be [Salary Amount] with [any additional benefits, if applicable]. I look forward to joining [Company's Name] on [Start Date] and contributing to the [specific goals or projects related to the company].

Thank you once again for this wonderful opportunity. Please let me know if there are any documents or further information you require from my side prior to my start date.

Warm regards,
[Your Name]