

[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 outlined in the offer letter dated [Offer Date]. I am grateful for the opportunity and excited to join your team. I confirm my starting date will be [Start Date], and I agree to the terms of employment as discussed.

Thank you once again for this opportunity. I look forward to contributing to [Company's Name] and working with the team.

Sincerely,  
[Your Name]