

[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. I am excited to join your team and contribute to [specific goal or value related to the company].

As per our conversation, I understand that my starting salary will be [Salary Amount] with benefits beginning on [Start Date]. I agree to the terms outlined in the offer letter and look forward to starting my new role.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]